



# Civil Case Management System

Monroe County Best Value  
Procurement Process –  
Request For Proposals

August 3, 2016



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## **Monroe County Best Value Procurement - Article XVIII, Section 1802, Paragraph (h), Item (9) (i)**

### Purpose:

Monroe County, the 43<sup>rd</sup> Judicial District of Pennsylvania (hereinafter "the Court") and the Monroe County Prothonotary (hereinafter "the Prothonotary") wish to consider utilizing this procurement method allowed under County Code towards the acquisition and implementation of a Civil Case Management System ("CCMS") in support of the needs of the Office of Court Administration, controlled and directed by the Court, and the Prothonotary which are all located in Stroudsburg PA. Vendors are invited to propose a solution that will effectively and efficiently achieve our goals and objectives as well as provide for future growth should they wish to be considered under this activity.

### Area to be addressed:

Identification and purchase of a new civil case management software system (see **Goals, Scope and Core Components** on Page 6).

### Costs:

Monroe County will not be liable for any costs incurred by the bidders for proposal preparation, onsite visit by the Vendor, or system demonstrations required by Monroe County or the Court for assessment and evaluation purposes. Proposals should be prepared simply and economically providing straight-forward pricing in an executive summary supplemented by a technical explanation of their proposed solution.

### Response Deadline:

All proposals must be submitted by 4:30 PM EST on **October 28, 2016**.

- Vendors are required to provide 1 hardcopy and 1 electronic copy (pdf, searchable) of their respective proposals.
- Proposals must be submitted to the following:

Monroe County Commissioners Attention – Greg Christine 1 Quaker Plaza, Suite 201 Stroudsburg, PA 18360
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<a href="mailto:gchristine@monroecountypa.gov">gchristine@monroecountypa.gov</a>
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### Important Dates:

Issue Date	August 3, 2016
Potential Vendors may request an on-site visit to view current processes	Prior to submission date
Final Date for any Vendor-requested Telephone Calls	September 29, 2016 **
Final Date for Submission of Written Vendor Questions	October 7, 2016 **
Responses to Vendor Questions Provided No Later Than	October 13, 2016
Deadline for Submitting Proposals	October 28, 2016
Notification of Finalists, Invitation to Demonstrate Product	December 2, 2016
Finalist Demonstrations	December 5, 2016 – Jan. 13, 2017
Notification of Selection, on or before	February 15, 2017

\*\* Interested Vendors with questions may call John Goldner, Monroe County Department of Information Services at 570-517-3923 or email him at [jgoldner@monroecountypa.gov](mailto:jgoldner@monroecountypa.gov).

### Method of Award:

- The contract/acquisition will be awarded to the Vendor that best demonstrates the ability to meet the minimum requirements or better at the lowest cost to the Court and Prothonotary.
- Best value procurement shall not require a sealed bid process and shall permit the Commissioners, the Court and the Prothonotary to negotiate terms of the agreement with any responsive and responsible Vendor.

# 1 INTRODUCTION AND BACKGROUND

## 1.1 Introduction

The Court and Monroe County engaged the National Center for State Courts (NCSC) in January 2015 to assess its use of technology and develop a plan to select and implement technology that will best meet the needs of the Court and its users moving forward.

As one key result of the NCSC's findings, the Court, in conjunction with the Prothonotary, has opted to move forward with researching and implementing a new CCMS that will focus on civil case management and scheduling (to include arbitration, family law cases and mortgage foreclosure diversion matters in addition to all other civil matters). The Administrative Office of the Pennsylvania Courts (AOPC) provides an automated system for criminal and juvenile matters for the Court as well as those matters covered by Orphans' Court.

This document has been created with great care yet it is understood that some new processes may need to be implemented; some processes in place will need to be updated, or possibly even eliminated. It is the full responsibility of the Vendors to thoroughly investigate the needs/requirements of the Court and the Prothonotary not necessarily specified in this BVP document and to propose a Court Case Management, Electronic Document, and E-Filing System designed and tested to most efficiently meet their collective needs/requirements.

## 1.2 Background

Monroe County is located in northeastern Pennsylvania and, as per the 2010 census, has a population of 169,842. The Court is the state trial court of general jurisdiction located in Stroudsburg, Pennsylvania, the county seat of Monroe County. The Court of Common Pleas handles civil, domestic relations, orphans' court, juvenile, and criminal cases.

Stakeholders to this project are not limited to the internal core of the Court and the Prothonotary but also "external" stakeholders including, County Administration, Department of Information Services (hereinafter "DIS") and the justice system's customers.

It is understood that implementation of a complex system, such as described in this document, will affect nearly every aspect of the Court's work and will take time. Therefore this document will ask for Vendors to propose a project that will begin to address the core system capabilities in 2016 and continue development, implementation and additional capabilities to be added/completed in 2017.

## 1.3 Key Websites For Vendor Consideration

The 43rd Judicial District, Court of Common Pleas website is:

<http://www.monroepacourts.us/>

The 43<sup>rd</sup> Judicial District of Pennsylvania, Court of Common Pleas, Monroe County, Local Rules of Civil Procedure ***(which were recently revised and should be carefully considered by Vendors prior to submitting their proposed solutions)***

<http://www.monroepacourts.us/CourtAdministration/Documents/RulesofCivilProcedures.pdf>

The Monroe County government website (which contains information pertinent to the Prothonotary) is:

<http://www.monroecountypa.gov/>

## 2 GOALS, SCOPE & CORE COMPONENTS

### 2.1 Goals

The Court and the Prothonotary have identified key strategic goals for their respective organizations. The solution proposed should address these goals. They are:

1. Update/improve information technology;
2. Provide enhanced automated case management capability;
3. Transition from existing manual document management with no automated calendaring capability for civil cases to a new CCMS that utilizes modern technology to streamline processing, storage and retrieval of all case-related information;
4. Implement electronic filing of civil case documents;
5. Continue to ensure fair, prompt and impartial proceedings for all litigants;
6. Enhance internet-based electronic information and services to civil case related customers;
7. Improve reporting and data access capabilities; and
8. Incorporate the specific goals for the future CCMS, which are as follows:
  - ❖ Provide, maintain and improve case management tracking, scheduling, and calendaring functionality to update the Court's current civil, arbitration, custody and mortgage foreclosure diversion program case management and calendaring systems.
  - ❖ Provide tools necessary to easily manage the civil caseload which was recently segregated into three (3) management tracks: Fast, Standard and Complex.
  - ❖ Improve the ability to differentiate and manage case activity.
  - ❖ Automate and reduce costs of the Prothonotary's case notification processes.
  - ❖ Provide public access to case schedule information on the Court's website.
  - ❖ Provide E-filing capability to attorneys and self-represented litigants and scanning for paper filings.
  - ❖ Conversion and preservation of existing civil case data, forms, notices, including images and docket information from the Infocon system (images exist in .tif format as generated by Real Vision Imaging (RVI)).
  - ❖ Conversion and preservation of Infocom database (information related to the Mortgage Foreclosure Diversion Program), as well as database information related to Custody Conciliation as captured by an in-house SQL-based program
  - ❖ Consolidate multiple, civil-related functions currently addressed through multiple Microsoft Access, Excel and calendaring (both Outlook and manually kept)
  - ❖ Eventual conversion of existing paper-based archives to digital form
  - ❖ Implementation of effective electronic workflow system
  - ❖ Implementation of document control and encryption capability
  - ❖ Implementation of electronic redaction
  - ❖ Provide comprehensive monthly, weekly and daily statistical and management reports for judges, staff and offices related to financial and case information.

### 2.2 Scope of the New System

- ▽ Basic Court CCMS (for arbitration, family law cases and mortgage foreclosure diversion matters in addition to all other civil matters)

- ▽ Calendaring (should provide a real-time Outlook-ready calendar for civil matters which can also incorporate at least a one-way feed or synchronization of CPCMS calendar entries for Criminal, Juvenile and Orphans' Court – near real-time)
- ▽ Docketing
- ▽ Indexing
- ▽ Filing and Retrieval
- ▽ Imaging and Scanning
- ▽ Report Production
- ▽ Integrated Workflow to Route Filings
- ▽ Cashiering
- ▽ Bookkeeping
- ▽ Public Access to E-Filing
- ▽ Public Access to Records
- ▽ Billing Services for E-Filing and Pay Review
- ▽ Conversion Support of Current Data
- ▽ Training Services
- ▽ Help Desk Services and Customer Support
- ▽ Electronic service capabilities

## **2.3 Core Components**

- ▽ CCMS
  - Include all case related financial functions and robust reporting capabilities
  - Ability to recreate a financial report or receipt at any time.
- ▽ Electronic Content Management
  - Documents scanned to the case
  - Documents created electronically from the case also store with the case
- ▽ All storage/indexing to be based at the docket levelE-Filing Workflow
  - The ability to accept e-filing along with payments for the e-filing.
  - Web-Based Public Access for searches and e-filing.
  - Electronic /online payments
  - Digital/E-signatures and authentication
  - Security for electronic case documents
  - System Documentation including Data Dictionary or equivalent.



## 3 EXISTING SITUATION

### 3.1 Organizational Overview

As it applies to this BVP process, the proposed system will be used by/in three internal areas: the Court / Judicial Chambers, Court Administration and the Prothonotary. The potential number of internal system users is currently estimated to be about seventy (70) users.

#### **The Court:**

The Court is comprised of six (6) judges and three (3) senior judges and currently utilizes six courtrooms within the judicial complex. Additionally, the Court supplements the judicial function with quasi-judicial officers (i.e., arbitrators, conciliators and masters) who hold hearings/conferences utilizing several hearing rooms within the judicial complex. Judges are directly assisted by assigned secretaries as well as law clerks.

#### **The Court Administrator:**

The Court Administrator, overseeing the Office of Court Administration, manages day to day court operations such as (but not limited to): scheduling all case hearings / trials that come before the Court and quasi-judicial hearings/conferences (arbitrations, divorce master hearings, custody conciliation conferences, Mortgage Foreclosure Diversion Program hearings); issuing jury summons; jury selection; judicial assignments; courtroom and equipment management; ADA accommodation; interpreters for limited English proficiency case participants (subject to judicial discretion); and general public information. All duties are performed subject to the direction of the President Judge.

The Court Administrator's Office processes thousands of motions, petitions, stipulations, and continuance applications, which are filed each year. The office further assists the Court by providing key information such as the criminal list, civil argument list and civil court trial list to the general public on a daily basis. The Court Administrator's Office also is responsible for providing certain statistical information to State and local agencies.

#### **The Prothonotary:**

The Prothonotary serves as the clerk's office for civil actions filed in the court, and is the ultimate keeper of the Court's records.

Services the Prothonotary performs related to the Court of Common Pleas include (but are not limited to):

- ▽ Receives, files and docket all original documents in civil matters from individuals, unincorporated and incorporated businesses including: Protection from Abuse (PFA), divorce complaints; custody complaints; petitions; motions; court orders; judgments; road docket matters (such as eminent domain and declaration of taking); real estate liens and judgments, mortgage foreclosures; and UCC filings
- ▽ Receives, files and docket appeals from Magisterial District Judge judgments and landlord/tenant actions, suspension of driver's license privileges and registration
- ▽ Receives and docket appeals to the Superior and Commonwealth Courts of Pennsylvania

- ▽ Files appropriate reports and forms with the AOPC
- ▽ Collects costs associated with any civil filing (Court ordered evaluations and costs that may be imposed by the Judge)
- ▽ Receives, files and docketed all court orders issued by a Judge

### 3.2 Current Public Access Resources

#### Protection from Abuse (PFA) Information:

Detailed information regarding PFA's are available online through a link found in a document on the County website (<http://www.monroecountypa.gov/Dept/Prothonotary/Documents/BilingualForms.pdf>) which points the user to <http://www.pacourts.us/>.

Specific forms on the [www.pacourts.us](http://www.pacourts.us) website can be viewed within this document in Appendix I (page numbers 97 through 113), they can be accessed and selected through <https://www.pfad.pa.gov/Order/Forms> or they can be accessed directly at the following web links:

- ▽ <https://www.pfad.pa.gov/Documents/BlankForms/PassportPetition.pdf>
- ▽ [https://www.pfad.pa.gov/Documents/BlankForms/SVPO\\_Petition.pdf](https://www.pfad.pa.gov/Documents/BlankForms/SVPO_Petition.pdf)
- ▽ [https://www.pfad.pa.gov/Documents/BlankForms/PFI\\_Petition.pdf](https://www.pfad.pa.gov/Documents/BlankForms/PFI_Petition.pdf)

There are additional forms available for emergency PFA relief. These matters are handled by the lower courts (Magisterial District Courts – the first level of judicial authority in Pennsylvania) and are not included within this document.

#### Mortgage Foreclosure Diversion Program Information:

- ▽ <http://www.monroepacourts.us/CourtAdministration/Pages/MortgageForeclosure.aspx>

#### Publicly Accessible Information:

The courts presently have the following information available to the public as follows:

- ▽ Civil case dockets and judgment index:
  - Available through public PC terminals located within the Prothonotary's 3rd Floor Office
  - Available through on-line Infocon subscription service
- ▽ Criminal dockets:
  - <http://www.monroepacourts.us/CourtAdministration/Documents/DailyCourtCalendar.pdf>
  - <http://ujportal.pacourts.us/DocketSheets/CP.aspx>
  - <https://ujportal.pacourts.us/DocketSheets/MDJ.aspx>
- ▽ Court forms and information at:
  - <http://www.monroepacourts.us/CourtAdministration/Pages/Forms.aspx>
  - <http://www.monroecountypa.gov/Dept/Prothonotary/Pages/DocumentsForms.aspx>

### 3.3 Current Civil Case Technology

The Prothonotary currently utilizes an older software system produced by Infocon as its docketing system as well as for electronic document storage for civil cases. Infocon runs on an IBM iSeries platform. Infocon is a pre-2000 application with a basic "green screen" or monochrome text-based display. Over the years, a graphical interface was designed to overlay the text-based display to make

it more user-friendly for public access. Documents are scanned at 200 dpi and stored in Tagged Image File Format (one .tif file per document page).

The limitations of the Prothonotary's dated technology are numerous but in short, there are no automated reporting capabilities, no viable calendaring capacity, no e-filing capabilities, nor other standard functionalities that a current state-of-the-art case management or even a modern document management system would include in their baseline products.

Without a true CCMS, the Court Administrator's Office manually assigns cases to the trial judges as per Monroe R.C.P. 212.1.

- (1) Case tracks: The Court Administrator will assign a judge to a case upon the filing of a civil action. Within 120 days of filing, the Court will issue a case management order giving notice of the earliest date on which the case may be tried, pursuant to Pa.R.C.P. 212.1. The order will establish a case track and timelines for case events, in accordance with the following schedules:

Case Type	Management Track	Disposition Within
<ul style="list-style-type: none"><li>- All cases involving damages of less than \$50,000</li><li>- Residential lease rent &amp; possession</li><li>- Replevin</li><li>- Mechanic's Lien</li><li>- Tax/Judicial sale petitions</li><li>- Residential assessment appeals</li></ul>	Fast	10 Months
<ul style="list-style-type: none"><li>- All cases involving damages in excess of \$50,000 except complex cases</li><li>- Actions to quiet title</li><li>- Ejectment (other than residential lease)</li><li>- Declaratory judgment</li><li>- Mortgage foreclosure</li><li>- Commercial assessment appeals</li><li>- Partition</li><li>- Right to Know</li></ul>	Standard	18 Months
<ul style="list-style-type: none"><li>- Class action</li><li>- Medical/Professional Malpractice</li><li>- Toxic Tort/Waste</li><li>- Product Liability</li></ul>	Complex	24 Months

**\*\*\*Vendors should be sure to view not only the remainder of this particular Local Civil Rule, but the entire Court of Common Pleas of Monroe County, 43rd Judicial District, Commonwealth of Pennsylvania, Local Rules of Civil Procedure (<http://www.monroepacourts.us/CourtAdministration/Documents/RulesofCivilProcedures.pdf>).**

**Additional Local Civil Rules pertinent to Domestic Relations can be reviewed at: <http://www.monroepacourts.us/CourtAdministration/Documents/RulesofCivilProceduresDR.pdf>.**

The office also schedules many types of hearings and conferences for the Arbitration Program and Divorce Master proceedings using a combination of in-house SQL databases, spreadsheets, Outlook and manual calendars.

The Custody Department is currently using a client scheduling and tracking system for conciliation conferences originally developed in-house in Microsoft Access 2003 using SQL Server for storing the data. This system is shared with the Prothonotary.

The Mortgage Foreclosure Diversion Program conferences are scheduled, tracked and supported by JACS technology purchased from Infocom Systems Services, Inc. This system is able to generate printed conciliator recommendations as well as proposed judicial orders for signature – all formatted to the Court's preferences.

Every civil action (with the exception of domestic relations and mortgage foreclosure actions) filed in the Monroe County Court of Common Pleas is eligible for court-annexed mediation except any case which the assigned judge determines, after application by any party or by the mediator, is not suitable for mediation. Monroe Co.R.C.P. 1301 contains the necessary parameters which need to be followed with regard to this process.

All of the aforementioned functions are to be captured within the scope of, migrated to and automated within, the new CCMS.

### **3.4 Monroe County Current Systems Environment and Requirements**

#### **Existing Environment:**

The new system must adhere to Monroe County IS's database support standards.

- Application Servers: Microsoft Server 2012 (or Microsoft Server 2008) on Servers running under VMWARE Server 5.1
- Database Server: Microsoft Server 2008 on Servers running under VMWARE Server 5.1

The system must adhere to Monroe County IS WEB and application server standards.

- Current PC Workstations: Combination of 32 bit and 64 bit, running Microsoft Windows 7
- Microsoft Office 2010 moving towards Office 2013
- Microsoft Internet Explorer 11

\*\*\*Certain personnel have been provided more advanced technology, such as the judges, who were each provided a Microsoft Surface Pro 4 Tablet (Windows 10, Microsoft Office 2013)\*\*\*

Between the Prothonotary, the Clerk of Orphans' Court and the Clerk of Courts, the filing office for criminal matters, there are: six (6) large, Fujitsu FI-6670 (high volume scanners). There are also nine (9) Fujitsu FI-6130z desktop scanners in the Clerk of Orphans' Court Offices and fourteen (14) Fujitsu FI-6130z desktop scanners in the Office of the Prothonotary Office.

#### **Additional Requirements:**

The Vendor must adhere to Monroe County IS's stringent change control policies.

- ▽ The Vendor will have flexible access to the system's development environment.

The new system must adhere to Monroe County IS's network infrastructure guidelines and network security protocols.

- ▽ The systems dataflow must be able to conform to Monroe County IS's network, server, hardware, firewall schemas.

Vendor to provide alternatives beyond the warranty period for up to 3 and 5 years for maintenance and support and provide pricing quotes for such maintenance and support and indicate any projected item of maintenance which would not be Sole Source and/or which would be, or could be, maintained by a Third Party.

The County recently contracted with Toshiba Business Systems to implement an electronic document management system (EDMS). DocuWare software is being deployed with two of the County's departments piloting the early stages of this project. While the County is not mandating all of its departments utilize DocuWare, it is making it available for their use. Vendors for the CCMS should indicate whether their case management software solution can work with DocuWare or if there is requirement for a specific EDMS. The County does require that any EDMS solution must be tightly integrated with the selected CCMS. The CCMS must control access and workflow. **An EDMS solution that is "loosely" integrated with the new CCMS will not be acceptable.**

In particular the Vendor should address the following issues in the response to this BVP document:

- ❖ Document workflow, control and programming (i.e. how changes are made in to the system in relationship to user, role, and document changes or additions).
- ❖ Functionality and hardware / software proposed for scanning paper documents into the system including how work queues and data entry is performed.
- ❖ The Vendor must describe how the EDMS integrates with the proposed E-filing function.
- ❖ Document version control functionality – in particular the Court is interested in how submitted draft jury instructions or court orders are potentially handled by the system.
- ❖ The Vendor must describe how document access security is implemented.
- ❖ The Vendor must describe how document encryption is implemented.
- ❖ The Vendor must describe the electronic document file formats supported by the proposed system.
- ❖ The Vendor must describe how anti-virus and malware protection is implemented with the EDMS.
- ❖ The Vendor must describe how printing is implemented with the EDMS. In particular, how default printers are defined by user, group, role, or function.
- ❖ The Vendor should provide any additional information that may assist the court in making its selection decision in regards to the EDMS functionality

## **4 STATEMENT OF WORK, EXAMPLES, AND FUTURE DIRECTION**

### **4.1 General**

As noted above, there is a need of a new, fully supported automated CCMS, Electronic Document Management and E-Filing systems. The Court and Prothonotary will choose the overall solution that best meets their needs.

General requirements for the CCMS/EDMS/E-Filing are contained in **Appendices E, F, G and H** in this BVP document. In addition to the base CCMS, the County will need the Vendor's assistance in identifying and developing new processes that will facilitate optimum use of the software's capabilities. For example, assistance in the development of any electronic document templates that the system will need to be functional.

### **4.2 Project Manager**

The Court and Prothonotary will assign a specific project manager to provide the oversight and management of this project.

## 5 PROPOSAL

The Vendor's Proposal response should include but not be limited to, the following:

### 5.1 Vendor's Submittal Letter

Vendor's Submittal Letter should include, but not be limited to, the following:

- ❖ Full legal company name
- ❖ The identification of all materials and/or enclosures being forwarded in response to this BVP document
- ❖ The designation of any portions of the proposal the Vendor feels contains proprietary data that should remain confidential

### 5.2 Vendor's Executive Overview/Summary

Vendor's Executive Overview/Summary should include, but not be limited to, the following:

- ❖ Vendor's proposal should include an overview/summary of the proposed solution
- ❖ Explanation demonstrating an understanding of the needs as expressed in this BVP document
- ❖ How the proposed solution will satisfy those needs
- ❖ Include a discussion of the overall approach to the management of this effort
- ❖ Include relevant references of work performed with other customers for similar systems, particularly in Pennsylvania
- ❖ Include straight-forward pricing for the solution

### 5.3 Vendor's Technical Explanation of the Proposed Solution

Vendor should include an overview/summary of the proposed technical solution with enough detail (*in addition to submitting the completed grids from section 11*) to demonstrate an understanding of the current environment and scope of the project.

#### 5.3.1 Detailed Response to the CCMS Functionality Section (Appendix E)

Vendors should respond to the detailed list of CCMS functionality contained in Appendix E. Vendors may choose to respond to the individual items or, in general to each of the primary sections. Vendors are encouraged to use the table format provided in this section as the basis for their response.

#### 5.3.2 Detailed Technical Information

The Detailed Technical information should include, but not be limited to, the following:

- ❖ Detail all of the functional capabilities of the proposed solution
- ❖ Detail technical specifications of any proposed equipment
- ❖ Detailed description of any technical services proposed and response time.
- ❖ Detailed explanation of all performance capabilities and specifications
- ❖ Detailed explanation of response times
- ❖ Software provided with the solution including:
  - Identify the manufacturer
  - Functional capabilities
  - Warranties
  - Support levels
  - Explain the ownership rights to all proposed intellectual property
  - Include applicable license agreements and documents authorizing the Vendor to use the software products
  - Source Code



- List whether source code is available for the proposed solution
- Or, if not available:
  - Name of the software escrow service used including:
    - Contact information
    - Companies policy regarding software escrow updates
  - Include a complete explanation of all services included in the proposal and otherwise available
- ❖ Manuals (i.e. operational, technical, & etc.,) to include a copy for each evaluator on either CD or via the Internet (provide the web address)
  - Software Application Manuals
  - Proposed Equipment Manuals
- ❖ Include a detailed explanation of any hardware environmental requirements for the proposed solution

### **5.3.3 Installation and Support**

The Installation and Support information should include, but not limited to, the following:

- ❖ How many employees are estimated to be necessary to maintain the function of the i.e. equipment and software
  - What training and skill levels are anticipated for the County's Department of Information Services' employees and estimated training time
- ❖ Detailed hardware maintenance plan and requirements
- ❖ Detailed software maintenance plan
- ❖ Explanation of any proposed support services including performance guarantees
- ❖ Explanation of the service request response time(s)
- ❖ Escalation Policies
- ❖ Escalation Practices
- ❖ Escalation Contacts
- ❖ Forms or agreements i.e. Service Level Agreements (SLA) to include performance commitments
- ❖ Detailed warranties i.e.
  - Functional warranties
  - Performance warranties
  - Quality of workmanship warranties

### **5.3.4 Disaster Recovery Plans**

Vendor should include recommended disaster recovery plans

### **5.3.5 Back-Up System and Plans**

The Back-Up system and procedure, plans, and recommended application should include, but not be limited to, the following:

- ❖ The current and proposed network servers and PCs
- ❖ Data
- ❖ System outages
- ❖ Disruptions

### **5.4 Vendor's Qualifications**

The Vendor's Qualifications information should include, but not be limited to, the following:



#### **5.4.1 Corporate Experience**

Vendor should describe their experience with deploying CCMS in individual offices as well as part of integrated solutions with multiple offices and interfaces with other agencies and systems similar to the environment of the Court and the Prothonotary.

Vendor should state with specificity its' ability to provide E- Filing services and experience with mass lien import and export function(s), including E-Commerce payment solution integrated with E-Filing.

Vendor should state with specificity previous or current experience, knowledge of Pennsylvania civil and family law procedural practice or case management, E-filing contracts with state, local agencies.

#### **5.4.2 Employees and Company Information**

The Employees and Company Information should include, but not be limited to, the following:

- a. The total number of employees
- b. Year business started
- c. Year business was incorporated
- d. The Federal Tax Identification Number of the Vendor
- e. State of incorporation
- f. Location of headquarters
- g. Owners
- h. Project team composition and organization
- i. Project manager resume
- j. Key staff resumes
- k. PA registered office, address, telephone number, contact information.

#### **5.4.3 Vendor's References**

The Vendors' references should include, but not be limited to, three (3) references of Courts of comparable size and complexity. The references should include:

- ❖ Client name
- ❖ Client address
- ❖ Contact name
- ❖ Telephone number
- ❖ Email address
- ❖ Brief summary of the project including the date of installation

#### **5.5 Implementation Schedule Information**

Implementation Schedule should include, but not be limited to, the following:

- ❖ A detailed written schedule with milestones, and approval points that may be used for the contractual payment schedule from contract signing to installation and acceptance.
- ❖ Installation
- ❖ Testing
- ❖ Pilot
- ❖ Detailed staffing and training deployment schedule
- ❖ Project Management Practices
- ❖ Project Management Policies
- ❖ Project Management Certifications
- ❖ Application Development Methodologies

## 5.6 Regarding Contractual Provisions

The vendor must:

- ❖ Provide a sample contract
- ❖ Understand that if a contract is negotiated, it will have a requirement for insurance coverage deemed adequate by the County.
- ❖ As per page 12:
  - “Vendor to provide alternatives beyond the warranty period for up to 3 and 5 years for maintenance and support and provide pricing quotes for such maintenance and support and indicate any projected item of maintenance which would not be Sole Source and/or which would be, or could be, maintained by a Third Party”

## 6 Appendix A - Overview of Case and File Intake Processing Fundamentals

### ❖ System

- Current PC Workstation: Dell Optiplex Pentium Dual Core and up, running Microsoft Windows 7
- Microsoft Office 2010 moving towards Office 2013
- Scanners: Court Administration has access to 2 large Toshiba multifunction copy/scan/print machines and the Prothonotary has access to six (6) large Fujitsu FI-6670 (high volume scanners) and twenty-three (23) Fujitsu FI-6130z desktop scanners between the Prothonotary and the Clerk of Orphans' Court.

### ❖ General Overview of Primary Case Types

- Per Pa R.C.P. Rule 205.5, the Pa. Supreme Court Cover Sheet is required for all civil filings except for family law cases: Divorce, Custody, Protection From Abuse, Equitable Distribution, liens and judgments
- Cover sheets developed by a judicial district may be used in addition to the cover sheet required by this rule. See Rule 239.1, which requires a court that uses local cover sheets to promulgate a local rule, numbered Local Rule 205.2(b), setting forth the form of cover sheet, and Rule 239.8 for the requirements for adopting Local Rule 205.2(b). *The Court has not chosen to supplement the Pa. Supreme Court Cover Sheet with a local cover sheet*
- Sections A and B of the Pa. Supreme Court Cover Sheet are completed by the filer
- Please see the current version of the Pa. Supreme Court Cover Sheet (on the next two pages):

(Front)

# Supreme Court of Pennsylvania

## Court of Common Pleas Civil Cover Sheet



County

For Prothonotary Use Only:

Docket No:

The information collected on this form is used solely for court administration purposes. This form does not supplement or replace the filing and service of pleadings or other papers as required by law or rules of court.

SECTION A

### Commencement of Action:

- ☐ Complaint ☐ Writ of Summons  
☐ Transfer from Another Jurisdiction

- ☐ Petition ☐ Notice of Appeal  
☐ Declaration of Taking

Lead Plaintiff's Name:

Lead Defendant's Name:

☐ Check here if you are a Self-Represented (Pro Se) Litigant

Name of Plaintiff/Appellant's Attorney:

Are money damages requested? ☐ Yes ☐ No

Dollar Amount Requested: \_\_\_\_\_ within arbitration limits  
(Check one) \_\_\_\_\_ outside arbitration limits

Is this a Class Action Suit? ☐ Yes ☐ No

SECTION B

**Nature of the Case:** Place an "X" to the left of the **ONE** case category that most accurately describes your **PRIMARY CASE**. If you are making more than one type of claim, check the one that you consider most important.

### TORT (do not include Mass Tort)

- ☐ Intentional  
☐ Malicious Prosecution  
☐ Motor Vehicle  
☐ Nuisance  
☐ Premises Liability  
☐ Product Liability (does not include mass tort)  
☐ Slander/Label/ Defamation  
☐ Other: \_\_\_\_\_

### MASS TORT

- ☐ Asbestos  
☐ Tobacco  
☐ Toxic Tort - DES  
☐ Toxic Tort - Implant  
☐ Toxic Waste  
☐ Other: \_\_\_\_\_

### PROFESSIONAL LIABILITY

- ☐ Dental  
☐ Legal  
☐ Medical  
☐ Other Professional: \_\_\_\_\_

### CONTRACT (do not include Judgments)

- ☐ Buyer Plaintiff  
☐ Debt Collection: Credit Card  
☐ Debt Collection: Other \_\_\_\_\_

- ☐ Employment Dispute: Discrimination  
☐ Employment Dispute: Other \_\_\_\_\_

☐ Other: \_\_\_\_\_

### REAL PROPERTY

- ☐ Ejectment  
☐ Eminent Domain/Condemnation  
☐ Ground Rent  
☐ Landlord/Tenant Dispute  
☐ Mortgage Foreclosure  
☐ Partition  
☐ Quiet Title

☐ Other: \_\_\_\_\_

### CIVIL APPEALS

- Administrative Agencies  
☐ Board of Assessment  
☐ Board of Elections  
☐ Dept. of Transportation  
☐ Zoning Board  
☐ Statutory Appeal: Other \_\_\_\_\_

### Judicial Appeals

- ☐ MDJ - Landlord/Tenant  
☐ MDJ - Money Judgment  
☐ Other: \_\_\_\_\_

### MISCELLANEOUS

- ☐ Common Law/Statutory Arbitration  
☐ Declaratory Judgment  
☐ Mandamus  
☐ Non-Domestic Relations  
☐ Restraining Order  
☐ Quo Warranto  
☐ Replevin

☐ Other: \_\_\_\_\_

Pa.R.C.P. 205.5

2/2010

\*\*\*Please Note: Information on the Civil Cover Sheet must be captured and compiled by the Vendor's proposed solution for statistical reporting purposes to the AOPC.\*\*\*

**NOTICE**

Pennsylvania Rule of Civil Procedure 205.5. (Cover Sheet) provides, in part:

**Rule 205.5. Cover Sheet**

(a)(1) This rule shall apply to all actions governed by the rules of civil procedure except the following:

- (i) actions pursuant to the Protection from Abuse Act, Rules 1901 et seq.
- (ii) actions for support, Rules 1910.1 et seq.
- (iii) actions for custody, partial custody and visitation of minor children, Rules 1915.1 et seq.
- (iv) actions for divorce or annulment of marriage, Rules 1920.1 et seq.
- (v) actions in domestic relations generally, including paternity actions, Rules 1930.1 et seq.
- (vi) voluntary mediation in custody actions, Rules 1940.1 et seq.

(2) At the commencement of any action, the party initiating the action shall complete the cover sheet set forth in subdivision (e) and file it with the prothonotary.

(b) The prothonotary shall not accept a filing commencing an action without a completed cover sheet.

(c) The prothonotary shall assist a party appearing pro se in the completion of the form.

(d) A judicial district which has implemented an electronic filing system pursuant to Rule 205.4 and has promulgated those procedures pursuant to Rule 239.9 shall be exempt from the provisions of this rule.

(e) The Court Administrator of Pennsylvania, in conjunction with the Civil Procedural Rules Committee, shall design and publish the cover sheet. The latest version of the form shall be published on the website of the Administrative Office of Pennsylvania Courts at [www.pacourts.us](http://www.pacourts.us).



### ❖ **Current Intake Methods**

- Prothonotary Clerk Stations (inbox data entry)
  - Received at the Counter
  - Received via Outside Mail
  - Received via Inter-Office Mail
- No electronic intake (not to be confused with simple scanning) is currently performed in the Prothonotary at this time

### ❖ **Initiators**

- Most case initiation material coming in comes from attorneys; as an estimate, 80% from attorneys and 20% from self-represented parties.
- Of course for some case types, such as custody and divorce, the percentages are reversed.

### ❖ **Documentation**

- There are no written training manuals currently used or maintained by the Prothonotary
- There is a Prothonotary training manual available through the Unified Judicial System's website and it can be accessed using the following link:
  - <http://media-downloads.pacourts.us/2014PROTHONOTARIESMANUAL.pdf>
  - the <http://www.pacourts.us/> site is maintained by the AOPC

### ❖ **Intake Personnel**

- Overview
  - Intake is performed by Clerks and Deputies.
- The Clerks and Deputies are generalists and perform all manner of data input (Clerks and Deputies primarily focus on their area of assignment such as; PFA Deputy, Divorce Deputy, Custody Deputy, DRO Deputy, Writ Deputy & Clerk, Front Counter Deputy & Clerk, Order Clerk, Motions Clerk, Appeals Clerk, Civil Trials Chief Deputy, Mortgage Foreclosure Chief Deputy, Hearing List Deputy, Scanning Clerks, Passport Deputies, Argument List Clerk, and Civil Case Closure Clerk).

## **Workflow**

- ▽ There are several levels/designations for clerk positions that essentially define workflow.
  - There are two (2) Front Counter Clerks and a Deputy trained in live entry and Customer Service Relations (CSR). They can: perform raw intake, do what comes in, review materials for completeness, scanning and cashier, etc. Everyone in the office from clerks to deputies will help at the counter.
  - All clerks and deputies back up the front counter personnel, and are responsible for filtering and managing data entry through the appropriate workflow channels.
  - There are two (2) Scanning Clerks that are general clerks who do not operate at the counter, but rather perform other miscellaneous office functions of all case types as needed.
    - At the present time, there is an ongoing special project focusing on civil record retention and destruction. Temporary workstations have been established at the County Administration Offices to facilitate scanning and classification of said records.
- ▽ At intake, the staff reviews new cases for processing. The materials are reviewed for case type by:
  - 1) Looking at the Supreme Court Cover sheet (which has been completed by the filer)
  - 2) Matching the cover sheet to the document (caption, indicated case type, arbitration status)
  - 3) If consistency and accuracy are confirmed, the materials are processed as indicated on the cover sheet.

The Court Type will be input by the staff based on the filer's completion of the form: Family Law, Civil matter (has cover sheet) or other (anything without a cover sheet and not Family Law).

Second, the Case Category is determined by the filer's selection in the designated area from the Cover Sheet (Contract, Tort, Professional Liability, etc.). The Case Type will be input using the designated sub-section of the case category on the cover sheet.

Third, the Filing Type is supplied by the filer, also from the cover sheet and materials.

When all of these items are identified by the clerk as having been completed by the filer, and before any case data is entered, the fee is checked for accuracy and also to confirm that the submitted fee is correct. If there is a discrepancy, the process is terminated at this point (and before a case number is assigned), and the process re-initiated. When fees are processed, staff **should have a way** (which they do not now) to designate if the filing was received via mail or in person. This should be indicated in the new system, as well as the added method of filing capability - electronically.

### **Additional Queues and Workflow Notes**

- ▽ There are no computerized supervisory approvals or queues of case information at the entry level. Deputies gauge the volume and flow of work by physically viewing the levels of paperwork in individual staff "in-baskets" to determine who is "overwhelmed" and who should have more work delegated to them. This visual assessment should be replaced by the electronic tracking and balancing of workloads through the new CCMS.
- ▽ When large projects come in (for example, a batch of liens filed all at once by a municipality), everything needs to be entered by hand which in turn slows down the rest of the work. Additional clerks will stop their work and help to clear the bottleneck.
- ▽ The new system should include electronic queues, workflow routing, an E-Time Stamp and electronic signatures to facilitate a proper virtual workflow (where paper is generated only on-demand, as needed).
- ▽ The new system should incorporate an interface which would import a flat file provided monthly by the AOPC (Civil Report and Family Report from CPCMS). This file contains information of criminal cases that could be imported into new civil system for creation of civil cases, judgments and production of 236 notices.

### **Case Type Differentiation**

- ▽ Please see Pa. Supreme Court cover sheet (referenced above)
- ▽ Certain pleadings may be processed differently if designated as an emergency or an injunction.

### **Case numbering structure**

Example: ##### AA YYYY

- ▽ Where ##### are sequentially issued through the year beginning with "1" each January 1<sup>st</sup>
- ▽ Where AA relates to the type of case (Civil matters are typically identified by "DR" or "CV" case #, see below)
- ▽ Where YYYY reflects the year in which the case was initially filed

### CIVIL CASES TYPES WITH "DR" CODED CASE NUMBER (vs "CV" CASE NUMBER)

Infocon (Legacy system) ID #	Document Description	Infocon (Legacy system) ID #	Document Description
4	CUSTODY AND VISITATION	22	PROTECTION FROM ABUSE
5	DIVORCE	201	MISCELLANEOUS - NON-DOM. RELATIONS/REST. ORDER
38	SUPPORT		

### ALL OTHER CIVIL MATTERS (DESIGNATED BY "CV" WITHIN CASE NUMBER)

Infocon (Legacy system) ID #	Document Description	Infocon (Legacy system) ID #	Document Description
116	ABSTRACT JUDGMENT	170	MASS TORT - TOXIC WASTE
107	ACTION IN REPLEVIN	123	MECHANICS AGREEMENT
103	ADMIN ORDER	17	MECHANICS LIEN CLAIM
28	AGMT TO REVIVE JDMT	43	MEDICAID LIEN
20	APPEAL	62	MEMORIAL & RESOLUTIONS
24	APPEAL BD/SUPERVISORS	18	MENTAL HEALTH
149	APPEAL/REGISTRATION	118	MISC FILING
1	APPOINTMENT	198	MISCELLANEOUS - COMMON LAW/STATUTORY ARBITRATION
99	CERT COPY OF LIEN	36	MISCELLANEOUS - DECLARATORY JUDGMENT
129	CERT DOCKET & JUDG	16	MISCELLANEOUS - MANDAMUS
145	CIVIL APPEALS - AGENCIES: BOARD OF ASSESSMENT	204	MISCELLANEOUS - OTHER
191	CIVIL APPEALS - AGENCIES: BOARD OF ELECTIONS	202	MISCELLANEOUS - QUO WARRANTO
192	CIVIL APPEALS - AGENCIES: DEPT. OF TRANSPORTATION	56	MISCELLANEOUS - REPLEVIN
194	CIVIL APPEALS - AGENCIES: OTHER	49	MUNICIPAL LIEN
127	CIVIL APPEALS - AGENCIES: ZONING BOARD	32	NO LIEN AGREEMENT
195	CIVIL APPEALS - JUDICIAL: MDJ (LANDLORD/TENANT)	55	NOTE
106	CIVIL APPEALS - JUDICIAL: MDJ (MONEY JUDGMENT)	58	NOTICE OF MECH LIEN
197	CIVIL APPEALS - JUDICIAL: OTHER	89	NOTICE/BROKERS LIEN
132	COMP/CONF JUDG	75	NUMBER NOT USED
46	COMPLAINT	80	OATH
111	CONFESSION OF JUDG	10	ORDER
176	CONTRACT - BUYER PLAINTIFF	78	ORDINANCE
177	CONTRACT - DEBT COLLECTION:	134	OUT OF STATE



	CREDIT CARD		
178	CONTRACT - DEBT COLLECTION: OTHER	21	PETITION
179	CONTRACT - EMPLOYMENT DISPUTE: DISCRIMINATION	147	PETITION
180	CONTRACT - EMPLOYMENT DISPUTE: OTHER	174	PETITION FOR NAME CHANGE BLOCKED
181	CONTRACT - OTHER	120	PETITION NAME CHANGE
157	D J ORDER	110	PRAECIPE FOREIGN JUDG
92	DECLARATION OF TAKING	172	PROFESSIONAL LIABILITY - DENTAL
63	DESTRUCTION BY DA	173	PROFESSIONAL LIABILITY - LEGAL
104	DRIVERS LICENSE APPEAL	93	PROFESSIONAL LIABILITY - MEDICAL
7	EQUITY	175	PROFESSIONAL LIABILITY - OTHER
59	EQUITY/QUIET TITLE	6	REAL PROPERTY - EJECTMENT
155	EXCEPT/UPSET TAX SALE	124	REAL PROPERTY - EMINENT DOMAIN/CONDEMNATION
8	FEDERAL TAX LIEN	184	REAL PROPERTY - GROUND RENT
9	FILING	185	REAL PROPERTY - LANDLORD/TENANT DISPUTE
82	FINANCIAL STATEMENT	219	REAL PROPERTY - MORTGAGE FORECLOSURE: COMMERCIAL
122	FOREIGN JUDGMENT	19	REAL PROPERTY - MORTGAGE FORECLOSURE: RESIDENTIAL
67	FOREIGN SUPPORT ORDER	189	REAL PROPERTY - OTHER
105	JUDG ON BAIL	30	REAL PROPERTY - PARTITION
131	JUDG/ARB AWARD	34	REAL PROPERTY - QUIET TITLE
26	JUDG/COURT COSTS	52	REIMBURSEMENT AGREEMNT
42	JUDG/CRIMINAL COSTS	23	ROAD PAPERS
69	JUDG/RESTITUTION	51	STIPULATION AG LIENS
146	JUDG/TAX LIEN CERT	53	SUG OF NON-PAYMENT
137	JUDGMENT	126	SUMM/EQUITY/LIS PEND
50	JUDGMENT (DPW)	125	SUMMONS/EQUITY
13	JUDGMENT (GENERAL)	68	SUPREME COURT/ATTORNEY
121	JUDGMENT NOTE	97	TAX CLAIM BUREAU SALE
139	JUDGMENT/ASSIGNMENT	65	TAX CLAIM LIEN
140	JUDGMENT/AVOIDED	101	TORT - INTENTIONAL
109	JUDGMENT/CONFESSION	102	TORT - MALICIOUS PROSECUTION
45	JUDGMENT/DJ	160	TORT - MOTOR VEHICLE
39	JUDGMENT/PROBATION	161	TORT - NUISANCE
153	JUDGMENT/REASSESSMENT	165	TORT - OTHER
40	JUDGMENT/STATE	162	TORT - PREMISES LIABILITY
151	JUDGMENT/SUBORDINATE	163	TORT - PRODUCT LIABILITY
44	JUDGMENT/TRANSCRIPT	164	TORT - SLANDER/LIBEL/DEFAMATION
71	JUDGMENT/USA	88	TRANS WRIT OF POSSESS

96	JUVENILE JUDG/CRIMINAL COSTS	12	TRANSFER DIVORCE
117	LAND USE APPEAL	14	TRANSFER PFA
73	LETTERS ROGATORY	112	TRANSFER PROCEEDINGS
113	LIEN FOR FINE	108	TRANSFER/JUDGMENT
74	LIEN/UNPAID ASSESSMENT	133	UNASSIGNED CASE
166	MASS TORT - ASBESTOS	100	WAIVER OF LIENS
171	MASS TORT - OTHER	98	WRIT OF CERTIORARI
167	MASS TORT - TOBACCO	27	WRIT OF REVIVAL
168	MASS TORT - TOXIC TORT: DES	29	WRIT OF SUMMONS
169	MASS TORT - TOXIC TORT: IMPLANT		

### Workstation Identification

Docket entries indicate the initials of the employee who inputs the entry or scans a document into Infocon (initials are manually entered into the system). The new CCMS should automatically accomplish this function via user identification, recording each transaction as it is processed under the applicable user's log-in.

### Security

Levels of security, access, viewing and modification are determined by the Prothonotary (authority to input to or view certain screens, etc.)

- ▽ Supervisor oversee clerks
- ▽ Employees do not disclose their log-in codes

### Error Correction and Overrides

- ▽ The deputies fix obvious typos (for example, changing "Simth" to "Smith").
- ▽ A deputy checks all cases:
  - from the prior week before the Prothonotary prepares/releases the report for the Monroe County Bar Association on Wednesdays,
  - from the prior week before the new civil case list is prepared for the Court Administrator on Thursday, and
  - monthly before the AOPC Reports are prepared.
- ▽ The office requires a court order to alter information after processing (i.e., after it is a matter of record). The new system needs to include:
  - a feature to fix all errors easily
  - adequate security requirements to insure that the proper level of authority is effecting such change
  - appropriate access to historical audit trails
- ▽ Infocon does not have any electronic redaction capability. The new system needs to have flexible redaction capabilities to accommodate:
  - the varying security levels of court employees
  - public viewing capabilities
  - future changes in State requirements

### Intake Report: Counter

#### Method

Counter activity is conducted by the counter clerks and input to the Infocon System.

### **Intake Report: Inter-office Mail**

- ▽ Inter-office mail is picked up by the Prothonotary from the mailroom once per day at 2:00 PM when outgoing mail is brought to the mailroom.
- ▽ Inter-office mail is picked up and dropped off by many of the Court-related departments in the Courthouse throughout the day.
- ▽ Judicial secretaries and/or law clerks deliver signed orders throughout the day to the Prothonotary.

### **Content**

- ▽ Incoming items in general are opened, then timestamped, then docketed, then scanned
- ▽ Incoming orders are: timestamped, copies are made, copies are mailed, affidavits are created, items are docketed, items are scanned

### **Intake Report: Mail**

#### **Volume & Frequency**

The Prothonotary generally receives 1 to 2 buckets of mail a day entailing several hundred pieces from the US Postal Service once per day. In addition to certified mail, the Prothonotary also receives packages from various courier services (such as FedEx & UPS).

#### **Processing Speed**

All appropriate mail is opened immediately and processed as quickly as possible. This creates a surge in workload. However, the office has found that it is better to have the time stamp on all documents showing that processing has begun as opposed to spacing or delaying mail processing throughout the day. As many of the documents are time sensitive, prompt time stamping preserves the filers' time limit.

#### **Time Stamping**

- ▽ Mail is opened in the same hour in which it is received and promptly timestamped by the Prothonotary's clerks and deputies.
- ▽ Mail is distributed according to its content to the appropriate staff based on their processing duties.
- ▽ The Department also receives mail pertaining to the Criminal Court and Orphans' Court. These envelopes are placed in separate boxes and delivered to the Clerk of Courts Office and to the Clerk of Orphans' Court Office as applicable.

#### **Sorting**

- ▽ Mail is processed separately if certified.
- ▽ Staff checks that certified mail is for them and correctly received.
- ▽ General mail is sorted according to matter type (examples seen – new filings, reinstatements, defaults, writs, miscellaneous, motions, petitions, settlements, court orders, divorces).

### **Intake Report: Computer Entry**

#### **Clerk Station Processing**

- ▽ There is an inbox with file folders.

- ▽ The first filing is taken and files are processed in order.
- ▽ Prior to computer entry, the filing is reviewed to facilitate rapid and accurate processing.
  - The cover sheet is reviewed for general information.
  - The attorney and case type are noted.
  - The clerk checks to see if the case is *pro se* or class action or anything else that causes the case entry to be slightly different.
  - The clerk reviews the overall file for completeness.

## **Intake Sector**

### **Intake Completion**

Once all codes are entered, the case is “entered” (basically meaning that all of the relevant information has been input and the case is now live in the system) and receipted. Time stamped copies are returned to file and a receipt provided, if appropriate.

### ***Pro Se* Assistance (“Self Help” etc.)**

The Prothonotary routinely refers *Pro Se* litigants to the following statement:

- ▽ “Only an attorney in the Commonwealth of Pennsylvania is permitted to offer advice or an opinion regarding your legal matter. Anyone who is not an attorney who offers you advice or an opinion regarding your legal documents is engaging in the unauthorized practice of law (UPL).”

Whether or not a self-help center is added to the Courthouse in the future, the new CCMS must:

- ▽ be configured to be easily navigable to the *Pro Se* litigant
- ▽ provide on-line access to specific forms, such as those needed for PFA’s, Custody, Divorce and Support – allowing for on-line completion and submission of same
- ▽ provide clear instructions to allow public assistance
- ▽ provide other limited forms in Civil case

### **Electronic Document Processing (EDP)**

No modern EDP in place.

### **Other**

- ▽ Scanning should continue as necessary with data being saved to the docket entry level.
- ▽ All existing civil matter images need to migrate to the docket entry level in the new CCMS.
- ▽ Case closing process should be part of the new system (tracking and management).
- ▽ The new system should have the ability to revive old cases as well as provide for the incorporation of new scanned images to older cases.

## 7 Appendix B - Overview of Fee Processing and Codification

### 7.1 Fee Setup

- ▽ Fees are set up according to individual action.
- ▽ Each fee is further sub-codified into its individual components.
- ▽ Examples of sub-codification include:
  - Judicial Computer Project/Access to Justice (JCS/ATJ) fee: The obligatory state fee for applicable transactions
  - Prothonotary automation fee; \$5.00 surcharge specifically designated for automation
  - Individual case type sub-fees:
    - Custody: Act 119 fee set by the state (Act 119-1996)
    - Divorce Complaint: Unique surcharge
    - Writ of Execution: Additional fee per each garnishee

### 7.2 Fee Sub-Codification

Each fee is itemized according to its core components, including the base fee amount, the JCS/ATJ sub-fee, the Prothonotary sub-fee, tax, and additional factors that may apply to that individual action or case type. All of these sub-codes are included in the total fee amount. The referenced table provides some examples of the current fee breakdowns.

The accuracy of this coding is essential to accurate financial records which are audited by County offices and State Auditor General's Office.

Fee schedules and related information are viewable on the Monroe County website by going to the following web links:

- ▽ <http://www.monroecountypa.gov/Dept/Prothonotary/Pages/StateFees.aspx>
- ▽ <http://www.monroecountypa.gov/Dept/Prothonotary/Documents/FeeSchedule.pdf>

## 8 Appendix C - Overview of Document Output and File Management

### Overview

This appendix contains a summary of Prothonotary output documents, to determine what processes are currently automated and which ones could potentially be in the future with a new system. Prothonotary filing procedures and hardcopy management for the court files is discussed below.

### Rule of Civil Procedure No. 236

From the Prothonotary perspective, most output is governed by whether a case generates a 236 form to be sent to the *pro se parties or attorneys of record*.

This form lists the plaintiff(s), defendant(s), case/matter number, and gives notice when an order, verdict, decree, judgment or award has been entered against the noticed party. Information on the filing party or attorney (address, attorney ID # if applicable, phone number) is made available on the 236 as well.

See: <http://www.pacode.com/secure/data/231/chapter200/s236.html>

As mentioned earlier in the document, The 43<sup>rd</sup> Judicial District of Pennsylvania, Court of Common Pleas, Monroe County, Local Rules of Civil Procedure ***were recently revised and should be carefully considered by Vendors prior to submitting their proposed solutions***)

See: <http://www.monroepacourts.us/CourtAdministration/Documents/RulesofCivilProcedures.pdf>

**Current Monroe County sample RULE 236 – NOTICE (as printed through Infocon):**

In The Court Of Common Pleas Of  
Monroe County Pennsylvania  
Civil Action - Judgment  
Notice of Entry of Judgment

**DRAFT**

April 28, 2016

No.: 2016-(

EAST STROUDSBURG PA 18301

---  
You are hereby notified that a judgment in the amount of \$5,612.33  
has been entered against you on April 27th 2016 in the Court of  
Common Pleas of Monroe County Pennsylvania at the above number and  
term.

Please note this is not a law suit or a bill. It is simply a notification  
of the Recording.

**DRAFT**

DISCOVER BANK

Plaintiff(s)

\*\* VERSUS \*\*

Defendant(s)

Prothonotary

In The Court Of Common Pleas Of  
Monroe County Pennsylvania  
Statement of Judgment

DRAFT

DISCOVER BANK  
\*\* VERSUS \*\*  
G

Case No.: 2016-03  
Entered: 4/27/2016  
Note Dated:  
Int. From:  
Judgment: \$5,612.33  
Filing Fee:  
Atty Fee:  
Mag. Costs:  
Sheriff Costs:  
Satisfaction:  
Bill of Cost:

Certified from the record this 28th  
day of April A.D., 2016

DRAFT

\_\_\_\_\_  
Prothonotary

-----  
SATISFACTION  
-----

Received \_\_\_\_\_ Debt  
interests and costs in full of the  
within stated judgment; and the  
Prothonotary is hereby authorized  
and directed to satisfy the same,  
upon payment of the Record costs.

\_\_\_\_\_  
Plaintiff  
-----



**A sample Arbitration Notice:**

Notice of the date, time and place of arbitration shall be provided to counsel for the parties or if unrepresented, to the party directly by the Court Administrator, and shall include the following provision pursuant to Pa. R.C.P. 1303(a)(2): "This matter will be heard by a board of arbitrators at the time, date and place specified but, if one or more of the parties is not present at the hearing, the matter may be heard at the same time and date before a judge of the court without the absent party or parties. There is no right to a trial de novo on appeal from a decision entered by a judge.

**DISTRICT COURT ADMINISTRATOR****43RD JUDICIAL DISTRICT****MONROE COUNTY COURTHOUSE****STROUDSBURG, PENNSYLVANIA 18360**

TEL: (570) 517-3009

FAX: (570) 517-3866

Renee L. Danser  
District Court AdministratorDeborah A. Rivera  
Deputy Court Administrator

April 28, 2016

The following are appointed in accordance with the Monroe County Rule of Civil Procedure 1302 as members of the Arbitration Panel for the following case:

**CASE NUMBER:** 4129 CV 2007

**ARBITRATION NUMBER:** 34-2016

**PLAINTIFF(S):** RITA ARANA

**DEFENDANT(S):** MAIN POOL & CHEMICAL COMPANY, INC.,

**ARBITRATORS:** Joseph J. Rattman, Esq., Chairperson  
John L. Dewitsky Jr., Esq., Panelist  
Victoria Avellino Strunk, Esq., Panelist

**DATE/TIME:** June 10, 2016 at 9:00 am

**LOCATION:** Hearing Room A  
at Monroe County Courthouse,  
Stroudsburg, Pennsylvania

## NOTICE TO ARBITRATORS

I wish to inform you that this appointment shall have the same force and effect as a Court Order. If for any reason you are unable to serve on the date scheduled, you are hereby directed to request replacement by sending a letter to the Court Administrator within seven (7) days before the scheduled hearing pursuant to Local Rule 1302.2.

### **Notice to Counsel and Unrepresented Parties**

Only the attorneys and unrepresented parties listed on the praecipe will receive this notice. You are responsible for notifying other counsel and unrepresented parties not listed on the original praecipe as well as your witnesses and clients, for whatever reason, of the scheduling of this matter. It is suggested that you give your notifications promptly to avoid last minute conflicts.

If settlement is made within three (3) business days prior to the scheduled date of arbitration and parties are requesting cancellation of the arbitration hearing, the following must occur:

- Notification of settlement must be made, **in writing** to Court Administration, by counsel for Plaintiff(s) or Plaintiff (if self represented);
- Counsel for Plaintiff(s) or Plaintiff (if self represented) will file, with the Prothonotary of Monroe County, a praecipe to settle and discontinue the action within thirty (30) days.

**Pursuant to Pa. R.C.P. 1303(a)(2); this matter will be heard by a board of arbitrators at the time, date and place specified but, if one or more of the parties is not present at the hearing, the matter may be heard at the same time and date before a judge of the court without the absent party or parties. There is no right to a trial de novo on appeal from a decision entered by a judge.**

No further notice of appointment date or time of this hearing will be given. Please note this date in your appointment book. Should parties to this case require a continuance of the scheduled date, please consult attached continuance instructions

Very truly yours,

Renee Danser  
Court Administrator

RD/mv

cc: Prothonotary

Scott E. Schermerhorn, Esq., Counsel for Plaintiff  
Chris Carling, Esq., Counsel for Defendant  
Zygmunt R. Bialkowski Jr., Esq., Counsel for Defendant  
Joseph J. Rattman, Esq., Chairperson  
John L. Dewitsky Jr., Esq., Panelist  
Victoria Avellino Strunk, Esq., Panelist

**ARBITRATION CONTINUANCE PROCEDURE  
MONROE COUNTY COURT OF COMMON PLEAS**

1. Party desiring continuance contacts court administration, advises of desire to continue and obtains prospective dates.
2. Party desiring continuance contacts opposing counsel and panelists to determine which date all participants are available and contacts court administration with date (on which all have agreed) so same is reserved on court calendar.
3. Party desiring continuance obtains written concurrence from opposing counsel regarding arbitration continuance.
4. Party desiring continuance submits Petition for Continuance (to Prothonotary) setting forth request for continuance, indicating reason for request and including concurrence from opposing counsel. Attach a scheduling Order which includes new arbitration date (on which all parties and panelists have agreed), time and hearing room. All parties and panelists involved in the arbitration as well as Court Administration and Prothonotary must be listed on the Order for distribution.
5. Petitions for Arbitration Continuance must be submitted to Prothonotary seven days in advance of scheduled Arbitration.

**Prospective dates:** \_\_\_\_\_

**To:** \_\_\_\_\_

**From:** \_\_\_\_\_

**Date Sent/Taxed:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Arb #:** \_\_\_\_\_

**Note: There is a need to have a one-step process for automatically scheduling an arbitration matter**

Arbitration Continuance Order:

IN THE COURT OF COMMON PLEAS OF MONROE COUNTY FORTHY THIRD JUDICIAL DISTRICT COMMONWEALTH OF PENNSYLVANIA	
<b>LILIVED TORRES, ADMINISTRATRIX OF THE ESTATE OF LICET FRATARCANGELI DECEASED, Husband and Wife,</b>	<b>No. 113 CV 2014</b>
Plaintiff	
Vs.	<b>Arbitration No. 93-2015</b>
<b>FRANK FRATARCANGELI,</b> Defendant	
 <b><u>ORDER</u></b>  <b>AND NOW</b> , this 22 <sup>nd</sup> day of April, 2016, upon motion of counsel for the <b>Plaintiffs Expedited' motion</b> for continuance of the arbitration scheduled for <b>May 4, 2016 at 9:00a.m.</b> , said motion is granted and the arbitration is continued to the <b>6<sup>th</sup> of June 2016 at 1:00 p.m. at the Monroe County Courthouse, Stroudsburg, Pennsylvania</b> in Hearing Room A.   <b>BY THE COURT:</b>   <u>Margherita Patti-Worthington, P.J.</u>  cc: Michael Mancuso, Esq., Counsel for Plaintiff Brian J. Cali, Esq., Counsel for Defendant Randall W. Turano, Esq., Chairperson Ronald W. Hertz, Esq., Panelist Jason M. Leon, Esq., Panelist Court Administration Prothonotary	

## Arbitration Change Notification



### DISTRICT COURT ADMINISTRATOR

43RD JUDICIAL DISTRICT

MONROE COUNTY COURTHOUSE

STROUDSBURG, PENNSYLVANIA 18360

TEL: (570) 517-3009

FAX: (570) 517-3866

Renee L. Danser  
District Court Administrator

Deborah A. Rivera  
Deputy Court Administrator

April 28, 2016

### **CHANGE NOTIFICATION**

The following is a notification of changes made to the Arbitration Panel for the following case:

**CASE NUMBER:** 4129 CV 2007  
**ARBITRATION NUMBER:** 34-2016  
**PLAINTIFF(S):** RITA ARANA  
**DEFENDANT(S):** MAIN POOL & CHEMICAL COMPANY, INC.,  
**ARBITRATORS:** Joseph J. Rattman, Esq., Chairperson  
John L. Dewitsky Jr., Esq., Panelist  
Victoria Avellino Strunk, Esq., Panelist

Hearing is set for June 10, 2016 at 9:00 AM in Hearing Room A in the Monroe County Courthouse, Stroudsburg, Pennsylvania.

.....  
Renee Danser  
Court Administrator

RD/mv

cc: Prothonotary

Scott E. Schermerhorn, Esq., Counsel for Plaintiff

Chris Carling, Esq., Counsel for Defendant

Zygmunt R. Bialkowski Jr., Esq., Counsel for Defendant

Joseph J. Rattman, Esq., Chairperson

John L. Dewitsky Jr., Esq., Panelist

Victoria Avellino Strunk, Esq., Panelist

### **Judgments:**

Judgment forms are printed from the Infocon System indicating that the Prothonotary has searched the records and found no appeal of the judgment and that the amount(s) of the judgment match.

**Notice of Legal Advisement:**

Prothonotary prepares a list of all the new cases filed to the Monroe County Bar Association, which in turn publishes that information in the Monroe County Legal Reporter (available in print and website: <http://www.monroebar.org/index.cfm?e=inner3&itemcategory=59337>).

**Notice of Missing Items:**

A Prothonotary staff member manually prepares and sends notices of missing items needed for filing to the attorneys or calls them if it is a minor item.

The form has the Prothonotary address, the recipient address, the date, the matter in question, and a notification that the filing could not be accepted or completed as received. Reasons for inability to complete/missing materials are check-marked, and are listed as follows:

- Filing Fee Not Included
- Missing Documentation:
  - Affidavit of Non-Military Service
  - Answer(s) on File
  - Civil Cover Sheet
  - Certification of Address
  - Notice to Defend
  - Original Judgment Note
  - Original Signature(s)
  - Proof of Service
  - Preliminary Objection(s) on File
  - Verification
  - 236 Notice
  - Other (fill in)
- Inappropriate Return Envelope (Prothonotary will put the filer's materials in one of their envelopes and return to the filer)
  - Postage
  - Size

Note: Incomplete filings may be returned immediately or held for five (5) business days. Following such time, the filing will be returned to the attorney for further adjustment/correction.

**Notice of Transfer:**

This form notifies the plaintiff/defendant/attorney that a case has been transferred from arbitration to the jury or non-jury trial case track.

This comes to the Prothonotary as a court order.

**Writ of Execution, Mortgage Foreclosure:**

This form notifies the receiver that it has a Writ of Execution attached for the sale of his/her property. It is issued because there is a judgment against the individual, and notifies the person of their legal rights and encourages them to seek counsel.

This process comes to the Prothonotary from the Monroe County Sheriff's Office.

## **Physical File Management**

- The Prothonotary is responsible for preparing the files pulling all of the needed documents for use in court.
- The file clerks are responsible for maintaining the physical files and making sure that documents are kept in their appropriate folder jackets.
- Each case has one physical file.
- Files are checked for erroneous/misplaced documents upon filing.
- Before a case file is delivered to the Court:
  - it is checked for completeness
  - it is checked for erroneous/misplaced documents (such erroneous/misplaced documents would then be reviewed for proper placement within the correct case file or other appropriate disposition)
- Documents in transit are put in the appropriate files (assuming this can be determined by the case number or other supporting data) as quickly as possible.
- There are remote records facilities (such as the case closing room in the County Administration Building).
- The file retention and storage policy is based on chronological year, and case type.
- Nothing is notarized by Prothonotary staff.
- The Orphans' Court and Register of Wills offices are separate from the Prothonotary.
- Randomized verification should be performed, checking files for completeness.

## 9 Appendix D – Court Administrator Calendar/Scheduling

1. The Court Administrators office provides calendaring and scheduling support for the courts.
2. Civil cases are a combination of an Individual and Master Calendaring system.
3. Civil and Family calendars are set at least 6 months forward. The Court Administrator lists some motions, petitions for hearings before a Judge or Master. Major civil cases (excess of \$50,000) and arbitration appeals are assigned on an individual calendar basis.
4. Case assignments are generally randomly assigned with adjustments made for existing caseload.
5. Final schedules are set by court order with a hearing list generated by the prothonotary database.
6. Arbitration panels consist of three attorneys consisting of one chair and two panel members.
  - a. Arbitration panel assignment uses Monroe County Bar association members.
  - b. Arbitration hearings are set 9 months from date of case filing upon request for arbitration by the parties with typically no more than 3 a day. The system must track payment for attorneys serving in Arbitration. They are paid \$100 for a half-day and \$200 for full day. At a minimum, the system needs to generate an exportable report for the Court Administrator, which after review and approval would be transmitted to the Controller's Office for payment.
7. Protection from Abuse (PFA) cases are heard every day. Emergency Protection from Abuse Petitions are handled by Lower court judges (Magisterial District Judge)
8. Additional capabilities that Court Administration require in a new system include:
  - a. Ability to have case weighting capability that would enhance case assignment
  - b. Ability to designate allowable case types to judges
  - c. Ability for arbitration attorneys to update availability status online
  - d. Ability to associate and maintain history of attorney affiliations with government organizations and law firms
  - e. Flexible report generation capability including inactivity/last action by case type, case status (active, no action, inactive) and date range
  - f. Staff would like to be able to electronically save previous reports in the EDMS
  - g. Electronically notify attorneys of arbitration panels
  - h. Electronically accept and process continuance application forms.



## 10 Appendix E – CCMS Functionality - Overview

The case processing functions which a typical case would flow through a court are:

- ▽ Case Function;
- ▽ Docketing Function;
- ▽ Scanning Function;
- ▽ Scheduling Function;
- ▽ Document Generation and Processing Function;
- ▽ Calendaring Function;
- ▽ Hearings Function;
- ▽ Disposition Function;
- ▽ Execution and Compliance Function;
- ▽ Case Closing Function;
- ▽ General Accounting Function;
- ▽ Accounting – Receipting Function;
- ▽ Accounting – Bookkeeping Function;
- ▽ Accounting – General Ledger Function;
- ▽ File, document, and Property Management Function;
- ▽ Security and Data Integrity Function;
- ▽ Management and Statistical Reports Function.

## 11 Appendix F – CCMS Functionality - Detail

Vendors should use the format provided below and add explanation details as necessary in the following grid sections as part, but not all, of their responses to this BVP document.

The following answer key should be used carefully by the Vendor when responding to the requirements:

Answer Key	Answer Description
<b>Y</b>	Yes, the system includes this functionality as of this date
<b>N</b>	No, the system does not support this functionality and it will not be added (Vendor not willing or able to customize)
<b>M</b>	Modification would be required prior to implementation ( <b>Vendor to include estimated hours to customize this requirement in the adjacent “Comments” line</b> )

### 11.1 Case Initiation and Indexing Function

**Description:** The first major function addresses the activities that initiate a case and maintain its index, which include acceptance and processing of the initial filing, scanning and imaging associated record keeping and reporting, and creation and maintenance of an index for the case.

**Sub-function:** Within the Case Initiation and Indexing Function, the sub-functions are grouped into case initiation and indexing.

### 11.2 Case Initiation

This group of sub-functions addresses the activities that occur as new cases are entered into the court computer system so that information and filings (e.g. petitions) regarding the case can be recorded, retained, retrieved, used to generate forms and other documents, and combined with information from other cases to develop reports on court activity. These entries conform to locally used conventions regarding a structured case number, title or description, and other basic information.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Assign Case Number</b> Generate and assign case number using locally defined format.		
b.	<b>Identify and Associate Persons with the Case</b> Generate or assign a separate person identifier for each plaintiff and party and enter the corresponding contact information.		
c.	<b>Enter Agency Identifiers</b> Enter agency identifiers where the case originated.		

d.	<b>Capture and Associate Person Information to the Case</b> Prompt or allow entry for associated persons and entities to the case. The system shall be able to generate or capture unique identifiers for the associated persons such as attorneys. The system shall also be able to capture the role or reason the person is associated with the case.		
e.	<b>Enter Case Issue Categories</b> Enter the dispute categories as defined by the Court based on the submitted pleading.		
f.	<b>Identify lead petition, and case category</b> Identify the lead petition, if appropriate, among group of allegations for a given petitioner or the primary case type or dispute category. This function is primarily to identify cases for statistical categorization and case management differentiation.		
g.	<b>Create Case Title or Style</b> Generate locally defined case title or style (i.e., short phrase that identifies case and includes plaintiff) from party names and other information.		
h.	<b>Enter Reason for Case Initiation</b> Enter the reason for initiation (e.g., new filing, transferred from another jurisdiction, reopened or remanded case, counter, or cross claims, de novo appeal according to local procedures).		
i.	<b>Group Related and Associated Cases</b> Create groups of related cases, parties, and participants (e.g., several incidents filed against same party or multiple parties involved in same matter) from single or multiple filings such that initial and subsequent entries can be applied to each case, party or participant in group.		
j.	<b>Support Electronic Filing/Scanning</b> Support electronic filing (e.g., directly from filers' offices) and move designated data and electronic documents(s) to the case processing system, and scanning.		
k.	<b>Support Differential Case Management</b> Support differential case management (i.e., different categories of cases are processed differently such as in time-sensitive filing, cases processed under different rules or time standards, specific judicial assignment for specific types of cases) and other case management methods (users enter local differential case management parameters and time standards into code translation table; see Civil Local rule 212.1 as found		

	within the Court's website (referenced in Section 1.3 of this document).		
l.	<b>Capture Demographic Data</b> Capture demographic, descriptive, or informational data (where appropriate).		
m.	<b>Support Additional or External Identifiers</b> Case, assign, or allow entry of other identifier (e.g., of other courts, other agencies; real estate parcels, etc.) and establish relationship with case participants.		
n.	<b>Assign Cases</b> Assign cases according to case type, judge or quasi-judicial officer, location, department, and courtroom AND/OR other appropriate entities based on established relationships in conjunction with the Scheduling Function.		
o.	<b>Generate Acknowledgments</b> Generate receipt or notification for appropriate attorney, parties, and participants that case filing received and accepted, and give them assigned case number (notice, including electronic acknowledgment, would apply primarily when case transferred from another jurisdiction or filed electronically).		
p.	<b>Capture Person Contact and Identifier Information</b> In docket or register of actions, enter or associate name and contact information (and demographic information where applicable) for all persons involved in the case. (See also Indexing)		
q.	<b>Note Time-Sensitive Filing</b> Record if time-sensitive filing that requires rapid action (e.g., restraining order, stay request, ex parte filing).		
r.	<b>Establish Relationships</b> Establish relationships and roles between persons, groups, service providers, courts, and the current and previous cases.		
s.	<b>Assign Access Security</b> Assign appropriate security information to the Court records, particularly those with data on juveniles, other minor children, or medical or sensitive family relationships.		

### 11.3 Indexing – 2 Indexes are mandated by State law, (1) General Civil Index and (2) Judgment Index

The indexing sub-functions encompass both the creation of case index entries during case initiation and the use of the index throughout the life of a case. The index is created at case initiation and maintained throughout the life of a case. The overall purpose of an index is to allow users to look up cases or parties and view index information such as each party's name, role in the case, and whether

the party has an attorney; case type; case number; date filed; and a cross reference to other parties in the case (e.g., the parties named in the case title or style).

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Create Indexes (civil/judgment)</b> Create and maintain locally-defined index that (1) contains at least index information on parties containing (index information on cases either subordinate to or linked to person (e.g., case type; court type and location; case number, petition number, and other identifiers; date filed; and cross reference to other parties in case (e.g., other party named in case title or style), (2) permits database look up by a choice of keys (e.g., party name, party role, case filed date range) and if record found, (3) permits retrieval and display of index information, (4) permits easy interfaces with other parts of case processing system as noted below.		
b.	<b>Provide separate Index Searches and Retrievals</b> Permit search and retrieval of civil and judgment index information by identifying a specific petitioner, or other party name. Party role, court type or location, case or party identifier, case filed date range. The sub-function also should permit a user, after eliminating other cases or parties that satisfy original look-up, to obtain index information by selecting from list of matching cases or parties or by using search keys noted above (e.g., user requests list of parties named Smith, system returns list of Smiths, and allows user to select the desired Smith from list by clicking on proper line or entering proper keys.		
c.	<b>Provide Interface with Other Functions</b> Allow interior users easy interfaces with other parts of system such as docketing, scheduling, calendaring, accounting and case support functions for, potentially, all related case and financial information (i.e., on specific case, "person data types" and on other cases related to specific "person data types") and with the inquiry and report generation capabilities for more varied displays and reports.		
d.	<b>Provide Comprehensive Name Search</b> Permit name search on various combinations of a person's or party's name (e.g., full name, last name only, part of first or last name, approximate string matching ("fuzzy" search ), or Soundex searches (Soundex is a phonetic algorithm for indexing		

	names by sound, as pronounced in English). etc.).		
e.	<b>Permit Multiple Attorney Linkage to Parties</b> If attorneys included in the name index, allow multiple names and bar identifiers to be linked to multiple parties in the same case. Allow history of attorneys on the case and allow the current attorney to be identified.		
f.	<b>Provide Index Updating Based on events</b> Permit automatic updating of the index based on occurrence of specific case events (e.g., motions filed, dispositions decided).		
g.	<b>Report Index Information</b> Extract, print, or otherwise produce (with appropriate security restrictions) index information arranged according to various components of index (e.g., party, case number, case status) (see also Security)		
h.	<b>Retrieve Index Information by Participant</b> Retrieve basic index information on all cases associated with specific participant.		
i.	<b>Support Aliases</b> Accommodate the capture and linkage of alias names in conjunction (such as corporate identity) with indexing and processing of party names as appropriate.		

## 11.4 Docketing and Related Record Keeping Function/Scanning

**Description:** The activities associated with entering information into the docket (or register of actions). Docket/register of actions entries are made during case initiation and subsequently throughout the duration of an active case. The docket contains basic case header information about the parties, and associated persons. The docket also includes a record of the receipt of documents, issuance of documents, and recording of future and past events such as hearings and court proceedings. Information is recorded as the case progresses and events are completed. Some events may automatically trigger an update to other case information in the docket.

The docket or register of actions, which is arranged by filing date, is the primary chronological record of documents that have been filed and court orders or judgments that arise from calendared matters during the life of a case. Within the context of these standards, docketing is a recording of concluded actions and is never anticipatory. The content of the docket entry of a completed event, however, may be anticipatory (e.g., docket entry that scheduling of a hearing has been completed, while the content of the entry says the hearing will occur in the future).

From a computer system perspective, the docket is a logical entity and not a physical repository of information as in manual case processing. Recordkeeping related to the docket, therefore, refers to the computer's ability to access, correlate, and manipulate records) (e.g., code translation tables, case records, party records) in a manner that produces the required information on a given case and on cases that have a particular relationship to the given case.

**Sub-function:** The Docketing and Related Recordkeeping sub-functions are grouped into case header maintenance and event recording, data relationship maintenance, and input/output maintenance.

There must be a method to consolidate, retract and secure items in or all of dockets.

### 11.5 Case Header Maintenance and Event Recoding

The system creates the docket or register of actions using basic case information entered during case initiation and supplemented by subsequent user entries. Such information includes case type, Case category, case status, case title or style, and other parties, and attorneys. This header information is maintained and augmented throughout the active life of the case. However, the primary data entry that occurs as part of the docketing functions is to record case events (e.g., filings, hearing results, dispositions). While some events may trigger an update to the case information in the docket, event entries generally are not updated unless they have been entered incorrectly; subsequent events are entered separately.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Maintain Basic Docket Information</b> Provide access to, maintain, and supplement information originally entered during case initiation in docket or register of actions including information on initial filing and basic case information.		
b.	<b>Maintain Person Related Information</b> Provide access to, maintain, and supplement information originally entered during case initiation for parties and other participants.		
c.	<b>Create Docket Entry for Events</b> Create docket entry and update case information based on occurrence of specific events that can be completely or partially transferred from another function (e.g., such as motions).		
d.	<b>Create Docket Entry for Electronic Documents</b> Create docket entry based on electronic documents distributed by other functions (e.g., notices, orders).		
e.	<b>Identify and Retrieve Scanned Electronic Documents</b> Permit user to identify and retrieve electronic documents either created by the Court or received in electronic format by identifying them on each detailed list of dockets events and easy display or printout of electronic document.		
f.	<b>Create Multiple Docket Entries from Single Event (Triggering)</b> Allow single event to create multiple docket entries in alternate indexes as public access roam. (e.g., event is hearing; docket entries are scheduling		



	order and hearing results).		
g.	<b>Special Case Processing</b> Enter, maintain, and display or print information on special case processing requirements or orders.		
h.	<b>Official Court Record</b> Maintain case information as official court record in accordance with state statutes.		
i.	<b>Simplify Entry of Multiple Filings</b> Allow easy data entry of multiple filings that apply to single case or related cases (e.g., consecutive entry of multiple pleadings for single case).		

## 11.6 Data Relationship Maintenance

For single and multiple cases and persons, the system should maintain relationships between different kinds of information contained in the docket and inform users of cases, activities, parties, and other entities that would affect or be affected by the information at hand. The capability to establish and apply such relationships greatly assists users in entering and synchronizing data throughout the system.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Maintain Multiple Case- Related Persons</b> Maintain information on all (multiple) persons (parties, participants, and attorneys) in a case such as personal information, relationship, status including dismissals, current addresses, address histories, voice and facsimile telephone numbers, e-mail addresses.		
b.	<b>Maintain Multiple Case Relationships</b> Maintain, or be able to construct in a manner that required minimal user action, information and relationships on multiple cases, judges, attorneys, and parties (e.g., designate lead attorney, transfer group of cases or parties from one judge or hearing date to another in single transaction).		
c.	<b>Maintain Historical Addresses</b> Maintain multiple current and historical addresses, with beginning and ending dates and address sources for each party, participant, and attorney in individual and related cases.		
d.	<b>Minimize Redundant Data Entry</b> Allow for information to be entered once and automatically apply to multiple cases or participant (back dating) The application provides a means to minimize redundant or duplicate data entry.		
e.	<b>Maintain Attorney Information in Relation to the Case</b> Enter, change, or withdraw attorneys for specific cases (or groups of cases) or parties (or groups of		

	cases), allow for automatic entry and withdraw; with dates when active and inactive.		
f.	<b>Maintain Attorney Affiliation Information</b> Maintain information on law firms, prosecutors, and associate attorneys and firms (e.g., to permit mail to be sent to each attorney in a firm, to list all cases being handled by a specific firm or attorney).		
g.	<b>Display and Maintain Data Relationships</b> Link and display or produce reports on relationships of specific cases, judge, attorneys, parties, participants, and organizations to allow the system to define, redefine, and modify relationships and reassign linkages as needed.		
h.	<b>Permit Authorized Docket Deletions</b> Permit, with proper authorization (e.g., supervisor approval), deletion of specific docket entries and all related data (e.g., deletion of pleading and fee information causes related docket and accounting information, where applicable, to be deleted. Include audit trail on this and all entries and deletions.		
i.	<b>Apply Change to Multiple Dockets</b> Apply a specific change to multiple dockets, parts of dockets, or groups of cases as if they were a single docket or case.		
j.	<b>Link Related Docket Entries</b> Link and display information on docket entries for events related to current docket entry (e.g., when respondent files motion that opposes previously filed motion of petitioner, respondent's motion would be linked to original petitioner's motion filed and new motion filed would be linked to all pending motions in case with information displayed on who filed motions, factors involved, and ending decisions).		

### 11.7 Input/Output Management

This group of utility-type-sub-function supports input to and output from docketing and other functions. These sub-functions provide or enable many capabilities, including code translation tables, user prompts, workstation usage records, docket displays, and input templates for standard court documents.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Maintain Code Translation Tables</b> Maintain and properly use code translation tables defined by user (see also List of Code Translation Tables).		
b.	<b>Provide Code Prompts</b>		

	Provide prompts to help users (e.g., list of codes and translations that apply to data entry situations that currently confront user, updates required in cases related to case being updated).		
c.	<b>Provide Case Views</b> Produce information on all, part, or summaries (i.e., “Views”) of docket(s) (e.g., events in register of actions, some participants, families or groups, summaries of judgment information, case age) for specific case or group of cases and for life of case or specific date range in chronological or reverse chronological order (see Management and Statistical Reporting function).		
d.	<b>Provide Data Entry Audit Trail</b> Create, maintain, and output (according to user specified criteria, such as selected workstation(s) or selected case(s)), audit trail identifying persons who requested or made docket and other entries and when they requested or made entries (Highlighting when filing occurred if filing and entry dates different).		
e.	<b>Support Electronic filing</b> Support electronic filing (e.g., directly from attorneys’ offices) of pleadings and other documents.		
f.	<b>Provide and Maintain Input Templates</b> Maintain file of input templates available to users to create input documents and, as necessary, associated cover sheets (for use when pleadings are filed electronically) and relate each template to court event(s) (e.g., to correlate templates with events and to allow details of specific electronically filed complaint to be inserted into “boilerplate” text of complaint form for hard copy printout).		
g.	<b>Maintain Judge Assignment History</b> Maintain and print or display history of changes in judge assignment including those by challenges (e.g., preemptory challenge) and showing present and former judges and reasons for change.		
h.	<b>Maintain Attorney Assignment History</b> Maintain and print or display history of attorney changes for specific case, or party with reasons for the change.		
i.	<b>Provide Data Validation Edit Checks</b> Provide instructions (e.g., tutorials) and automatic data validation edits for using input templates, such as proper format for a date and valid relationship of data field to other data (e.g., attempt to schedule hearing for cases with open warrants and other		

	served documents(s).		
j.	<b>Display Template Forms</b> Provide capability to print or display template forms with and without entered data.		

## 11.8 Scheduling Function

**Description:** The activities associated with scheduling upcoming events, maintaining and displaying information on scheduled events, and monitoring adherence to schedules. Scheduling contrasts with docketing in that scheduling addresses events that are not calendared (i.e., placed on a calendar for judicial hearing or other review) and have not yet happened, while docketing addresses completed activities.

**Sub-function:** Within the Scheduling Function, the sub-functions are grouped into schedule creation, person and resource assignment, schedule and case management, and ticklers and other user alerts and prompts.

## 11.9 Schedule Creation

Before considering the people and other resources that will serve as the foundation for the schedule, guidelines must be established for determining what to schedule, what conditions trigger scheduling, and how to schedule multiple entities (e.g., events, parties, cases) that relate to each other.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Schedule Events</b> Schedule events and groups of events according to statutory and court mandated time standards for cases.		
b.	<b>Initiate Future Events</b> Initiate schedule of future events based on event entry or occurrence of prior events using system-defined business rules.		
c.	<b>Allow Multiple Cases to be Scheduled for Same Date and Time</b> Allow multiple cases and events to have same scheduled date and time.		
d.	<b>Schedule Groups of Related Cases</b> Schedule groups of related cases as if group were a single case.		
e.	<b>Schedule Maximum Number of Cases</b> Schedule maximum number of cases for specific, user-specified time interval by event (e.g., hearing) type, judge, and other criteria.		
f.	<b>Identify and Manage Scheduling Conflicts</b> Identify, display, and suggest resolutions to scheduling conflicts, allowing user overrides and rescheduling with appropriate security and data integrity.		
g.	<b>Provide Manual Schedule Override</b>		

	Provide manual override to automatic scheduling to allow user to substitute deadlines for specific situations, exceed maximum number of cases for specific time interval, and schedule events at times other than those set automatically.		
h.	<b>Provide Manual Override Utilities</b> Provide utilities to assist user in manual schedule overrides or changes for specific cases and event(s) (e.g., by allowing user to enter event type, start date, and duration; by displaying allowable completion dates, open time slots, and time periods allotted to various case processing stages, and by adjusting open time slots to reflect manual schedule entries.		
i.	<b>Modify Related Records upon Schedule Change</b> When schedules change, modify records of all related parties, participants, calendars, docket entries, and other data and functions.		
j.	<b>Apply Schedule Change to Multiple Schedules</b> Apply specific change (e.g., reschedule cases to be heard by judge who is sick, cancel future events when case is dismissed) to multiple schedules for group of cases as if group were a single event.		
k.	<b>Display Other Future Events</b> During manual scheduling and rescheduling display other future events for that case.		
l.	<b>Permit Special Needs Designation</b> Permit users to designate cases with special scheduling needs (e.g., interpreter, disabilities).		
m.	<b>Provide Audit Trail of Schedule Overrides</b> Record pertinent information regarding schedule overrides or changes (e.g., initiator, date, reason).		
n.	<b>Relate Scheduled Events</b> Provide ability to relate scheduled event to actuate filing or prior event.		

### 11.10 Person and Resource Assignment

This section covers assignment of the proper people (e.g., judges, quasi-judicial officers, attorneys, parties, participants) and resources (e.g., courtroom, hearing room or meeting room) to create reliable schedules. Short of full automation, the computer could assist the user in manual assignment by displaying the requisite information.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Maintain availability Information</b> Maintain availability information on "person data types", court facilities, and other scheduling factors.		
b.	<b>Consider Availability During Scheduling</b>		

	When creating schedules, consider (1) availability of judges, masters, attorneys, parties, participants, and court facilities; (2) weekends, holidays, and other days generally unavailable for court activities (e.g., training, retreats, judicial conferences) and days when specific individuals are unavailable; (3) scheduling conflicts to extent information is in system but allow manual scheduling at user discretion in spite of conflicts (e.g., conflicts due to judicial absences, attorney vacations, etc.).		
c.	<b>Relate Judges and Staff to Facilities and Court Organization</b> Relate individual judges or groups of judges, masters, and court staff to courtrooms, locations, and departments.		
d.	<b>Assign Judges to Case Management Tracks</b> Assign individual judges, other judicial officers including masters, and groups of these officials to case management tracks over permissible assignment time frames or for individual events (e.g., in court with rotating judge assignments).		
e.	<b>Relate Judges to Staff</b> Relate individual judges, other judicial officers, including masters and groups of these officials to department staff.		
f.	<b>Provide Automatic Case Assignment</b> Assign and reassign individual and groups of judges and other judicial officers using one or more of the following methods: randomly, according to predefined rules (e.g., by case category, by case status, by hearing type, by judge rotation policies, by judge caseload balancing policies), according to existence of specific conditions (e.g., conflict of interest, disqualification), according to dates and times specific judges available to hear specific matters (e.g., motions on Wednesday afternoon).		
g.	<b>List Cases Waiting to be Scheduled</b> Maintain waiting list of cases to be scheduled for specific date, date range, judge, other judicial officers including masters, and courtroom, and other entities.		
h.	<b>Assign Related Cases</b> Assign related cases, as designated by user, to same judge and group together on schedule (e.g., multiple complaints regarding same problem or		

	person).		
i.	<b>Group Case Reassignments</b> Reassign individual or group of cases from one judge, other judicial officer, calendar, or department to another as if group were single case (e.g., judge retires or is otherwise unavailable)		
j.	<b>Assign Case Categories to Case Departments</b> Assign specific case categories to specific departments according to user-defined case-department rules.		
k.	<b>Permit Manual Assignment Override</b> Allow manual person and resource assignment or override for any automatic assignment.		

### 11.11 Schedule and Case Management

The case processing system must provide highly flexible, user-defined outputs of scheduling information in various groups (e.g., by day, judge, other judicial officer, or courtroom).

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Produce and Display Schedules</b> Produce upon user request (including ability to reproduce, redisplay, or reprint) schedules for various events, hearing types, dates, and facilities upon user request (e.g., judge's or master's calendar by day).		
b.	<b>Output Schedules for Case Participants</b> Print or display schedules for various persons (e.g., judges; other judicial officers; attorneys; other participants, other governmental agencies if their schedules in system), event and hearing types, dates, and facilities (e.g., courtrooms) for each time interval within specific period.		
c.	<b>Produce Schedule of Cases with Action Pending</b> Create, maintain, and output administrative or clerk's schedule that shows all cases with action pending within specific date range (e.g., shows upcoming events to help clerk with intra-office work prioritization and management), and update this schedule when pending actions completed.		
d.	<b>Generate Docket Entry from Scheduled and Completed Events</b> Generate docket entry based on scheduled and completed events as appropriate (see Docketing and Related Record Keeping Function).		

e.	<b>Docket Completed Events</b> Enter completed events noted on administrative or clerk's calendar into docket as noted in Docketing and Related Recordkeeping Function.		
f.	<b>Support Differentiated Case Management</b> Support differentiated case management methods (e.g., schedule events within various sets of differential case management rules, schedule plea agreement conferences, master calendar, individual calendar).		
g.	<b>Track Conformance to Time Standards</b> Track conformance to time standards including modifications, overrides, and suspension of time counting under certain conditions (e.g., by automatic assignment, on-line edits or alerts, management reports and could include modifications and overrides such as moving from one case management track to another, overriding requirement that response due in 30 days and manually entering 60 days).		
h.	<b>Include Case Age in Displays</b> Include case age with any display of case status or adherence to schedules (e.g., tracking conformance to time standards).		
i.	<b>Report Nonconformance to Time Standards</b> Provide mandatory exception reporting when scheduled events and groups of events do not conform to statutory and local mandated time standards and other established guidelines.		
j.	<b>Track Schedule Modifications</b> Track and output schedule modifications (e.g., judge or courtroom reassignments) over specific period.		

### 11.12 Ticklers and Other User Alerts and Prompts

The system should generate ticklers, alerts, and prompts to inform users (including individual users and workgroups) of impending or expired schedule deadlines, of completed schedule events, of cases with no scheduled "next event", and of required scheduling actions that relate to the current activity.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Provide Tickler Capability</b> Provide tickler capability based on schedules and statutory requirements: identify events coming due or overdue, periods about to expire or expired.		



b.	<b>Provide Visual Reinforcement</b> Provide user-activated or -deactivated visual reinforcement (e.g., flashing text, colors on screen, or computer icon) to ensure user sees tickler message.		
c.	<b>Provide User Control of Tickler</b> Allow users to define structure, content, frequency, and intrusiveness of ticklers, alerts, and prompts.		
d.	<b>Report Due Events</b> Generate report or display that lists all events due on specific date or date range sorted by date, event, or other criteria.		
e.	<b>Alert User to Non-Public Record</b> Generate alert when displaying cases or portions of cases that are not public record or otherwise require user notification.		
f.	<b>Alert User to Unavailable Scheduling Factors</b> Generate alert when judges, other judicial officers, attorneys, parties, participants, court facilities, and other scheduling factors unavailable.		
g.	<b>Identify Completed Events</b> Identify completed events (i.e., all tasks associated with multi-task event must be complete for event to be complete) and prompt users when further action required.		
h.	<b>Prompt Related Case Scheduling</b> Prompt user to schedule pre-defined related cases and prerequisite events (see Case Initiation and Indexing Function and Docketing and Related Record keeping Function in which relationships are defined to system—some automatically and some manually).		
i.	<b>Alert User to Maximum Events</b> Generate alert when approaching maximum number of events normally permitted on schedule (e.g., based on differentiated case management category, case type, case category) (see also List of Code Translation Tables).		
j.	<b>Alert User to No Next Event</b> Alert clerk when case filed or display pending cases with no scheduled next event.		
k.	<b>Provide Supervisor Control of Alerts</b> Allow supervisor at appropriate level to turn alerts on and off.		
l.	<b>Provide Defined Action or Inaction Alerts</b>		

	Generate alerts for defined actions or inactions (e.g., when a scheduled payment is not made, when an error is made such as when a pleading is submitted for a closed case or when the event does not comply with system processes).		
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### 11.13 Document Generation and Processing Function

**Description:** The activities associated with generating, distributing, and tracking documents that notify persons of past and upcoming events and other court actions. The categories of documents in this section are (1) those that typically require service by a law enforcement officer or other authorized process server with a return of service such as petitions, summons, and complaints; (2) those that are given or sent by mail to litigants with a proof or certificate of service such as notices and letters; and (3) those that are sent with no proof of service or used internally such as forms, letters, and brief reports (as opposed to more lengthy and complex documents described in the Management and Statistical Reports Function or produced by word processing).

**Sub-function:** The sub-function within the Document Generation and Processing Function are grouped into document generation and document utilities.

### 11.14 Document Generation

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Generate Notices or Electronic Acknowledgments</b> Generate notices or electronic acknowledgments and notify appropriate parties that filings, pleadings, and other documents received and accepted, particularly when a document is filed electronically.		
b.	<b>Provide Event Triggered Document Creation</b> Create documents (e.g., summons, pick up orders or warrants, subpoenas, notices) triggered by specific event (e.g., hearing scheduled, conference rescheduled, case dismissed, financial obligation completed, bail forfeited).		
c.	<b>Generate Documents With Data Merge</b> Generate documents with data merged from the system (e.g., for re-scheduled and canceled events, and other types of forms).		
d.	<b>Create Special Notices</b> Create special notices (e.g., judge or other judicial officer assignment, courtroom change, attorney change, schedule change, notices to non-participants, other courtesy notices) when requested.		

e.	<b>Consolidate Notices</b> In cases with multiple active parties, generate single notice for attorney who represents multiple parties.		
f.	<b>Provide Flexible Document Printing</b> Print documents individually (including ability to reprint) or in batches in local courts or central location as scheduled (see event driven systems) or when requested.		
g.	<b>Include All Parties on Notices</b> In cases with multiple active parties, show names and primary (e.g., as designated by party or attorney) addresses of all other active parties and attorneys on notice to specific active party, and show names and primary addresses of all active parties on file copy of notice.		
h.	<b>Distribute Documents Electronically</b> Distribute documents electronically (e.g., documents to be served to process server; notices and other documents to parties and attorneys; notices, pick up orders, and other documents to be entered in docket) in accordance with state and local statutes, rules, and procedures.		
i.	<b>Provide Group Document Processing</b> Perform document generation, print, and distribution functions for group of related cases as if group were single case.		
j.	<b>Suppress Printing of Confidential Information</b> Suppress or exclude user-designated confidential information in documents (e.g., mask out confidential addresses for notices sent to specific persons) (see also Security Function).		
k.	<b>Override Recipient Selection</b> Allow user to designate or override computer selection of recipients of the above documents.		
l.	<b>Track Document Service</b> Record pertinent information regarding all documents sent or served and track document service and follow-up activities including type of process, recipient, method of service, date of service, return of service, proof or certificate of service, re-service if necessary, any other events, and status information (e.g., warrant tracking) (see also Docketing and Related Recordkeeping Function).		

### 11.15 Document Utilities

This group of sub-functions include various system utilities that support document generation, processing, and receipt such as output templates (i.e., forms—that may be imaged to permit court seals and signatures—into which text can be inserted), standard text (e.g., "boilerplate" text used in many documents), and recipients for specific documents. These utilities may be used to generate documents in conjunction with or as an alternative to building a completely new document each time using program logic and user- or system-supplied parameters.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Support Output Templates and Standard Text</b> In conjunction with Docketing and Related Recordkeeping Function, allow users to create and maintain files of output templates and standard text, including entire paragraphs, and use files to (1) create official court documents by inserting text into templates (e.g., notices with text and images of court seals and signatures) and (2) create other documents consisting of only text (e.g., some types of notices).		
b.	<b>Relate Templates to Court Events</b> Relate each output template and text noted above to document(s) and court event(s) for which they are used.		
c.	<b>Maintain Standard Text Files and Relate to Events</b> Maintain files of standard text and use to create entire documents or to insert text into "boilerplate" court forms; relate each group of text to document(s) and court event(s) in which they are used (same as the above sub-function, except there are no output templates, which would necessitate imaging).		
d.	<b>Provide Address Information Interface</b> Provide capability to enter, store, and retrieve postal and electronic mail address (and other information pertaining to), all "person data types" who should receive specific documents from various locations in system and database as if, from user perspective, they were in same record.		
e.	<b>Provide Document Workflow Tracking Information</b> Record and report the status of pertinent information regarding all documents sent or served and track document service and follow-up activities including type of process, recipient,		

	method of service, date of service, return of service, proof or certificate of service, failed service, re-service if necessary, any other events, and status information (e.g., pick up order tracking working with justice interface).		
f.	<b>Create and Support Electronic Forms and Documents</b> Create electronic forms and other documents noted above; distribute documents and receive responses (e.g., return of service) electronically.		
g.	<b>Override Document Entries</b> Provide ability to override document entries made using the templates and standard text noted above.		
h.	<b>Provide Templates and Word Processing Integration</b> Provide ability to create customized templates and integrate with user defined word processing packages.		

## 11.16 Calendaring Function

**Description:** The calendaring function includes the creation, maintenance, and, in some instances (e.g., electronic), distribution of court calendars for each type of hearings and conferences. Calendaring, therefore, encompasses all proceedings in which arguments, witnesses, and evidence are considered by a judge, magistrate, referee, commissioner, or other judicial officer in court events such as trials and motion hearings, and conferences.

Hearing schedules (see Scheduling Function) provide the source information for court calendars. The Calendaring Function creates calendars by accepting schedule information, combining it with information from other functions (e.g., basic case information from the Docketing and Related Recordkeeping Function, judges' notes), and arranging the information into the calendar format. As the hearing date approaches, users maintain calendars by entering changes (e.g., add witnesses, change attorneys, return to scheduling because case continued) and generate calendars (usually by printout) for distribution.

**IMPORTANT NOTE:** Calendaring should provide a real-time Outlook-ready calendar for civil matters and should incorporate a one-way feed or synchronization of CPCMS calendar entries for Criminal, Juvenile and Orphans' Court – near real-time.

**Sub-function:** The limited number of calendaring sub-functions are not grouped but are all contained in the table below.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Create, Generate, and Maintain Calendars</b> Create, generate, and maintain calendars and incorporate calendar addenda specifically		

	identifying calendar addenda -- based on scheduling information (see Scheduling Function) -- for each type of hearing ( <i>e.g., jury trial, non-jury trial, motion, preliminary, dismissal</i> ) or mixed hearings ( <i>e.g., motions and plea agreements</i> ) for specific periods ( <i>e.g., daily, weekly, monthly</i> ) and according to various criteria ( <i>e.g., judge, date, time, case type, case category, hearing reason, other elements of calendar profiles</i> ).		
b.	<b>Provide Calendar Presentation Flexibility</b> Provide flexibility with respect to calendar content and format ( <i>e.g., case or detention status shown with calendar</i> ).		
c.	<b>Produce Batch and Individual Calendars</b> Produce calendars individually ( <i>e.g., for a judge or courtroom</i> ) or by batch ( <i>e.g., for posting throughout courthouse</i> ) according to various criteria including date, judge, or courtroom.		
d.	<b>Provide Calendar Printing Flexibility</b> Print calendars and related outputs individually or in groups in multiple locations or central location.		
e.	<b>Produce Summary Calendars</b> Produce summary calendar information view for a given person, location, or event ( <i>e.g., for use in courtroom giving case number, hearing type, case title or style, hearing date and time, judge, related events or individuals, and other essential information from calendar</i> ) and provide interface to other parts of system to access other types of information ( <i>e.g., on related cases or participants</i> ) (see Management and Statistical Reporting Function).		
f.	<b>Include Nature of Proceeding on Calendar</b> Record and output nature of proceeding for each case on calendar ( <i>e.g., motion to dismiss, evidentiary hearing or review hearing to consider change of placement for neglected child</i> ).		
g.	<b>Facilitate Viewing Calendar Supporting Information</b> Transfer easily and quickly between scheduling, calendaring, and other parts of system when creating calendars ( <i>e.g., to view information on related cases, parties, participants</i> ).		
h.	<b>Provide Calendar Notes Capabilities</b> Create and maintain judge and other user notes ( <i>i.e., notes and comments for use with the</i>		

	specific judge's or other user's calendar) for user's viewing only in accordance with local rules and statutes (see Security and Data Integrity Function).		
i.	<b>Distribute Calendar Electronically</b> Distribute Calendars Electronically and to the public on the Internet where allowed by rule.		
j.	<b>Suppress User-Designated Information</b> Suppress inclusion of user-designated confidential information in calendars (e.g., mask out information, such as juvenile name) (see Security and Data Integrity Function).		
k.	<b>Produce Related Calendar Support Information</b> Create for output, with calendar, summary of user-designated past and future scheduled events, docket events, or related cases and persons.		
l.	<b>Block Move Cases</b> Provide ability to move blocks of cases or user-selected cases between calendars.		

## 11.17 Hearing Function

**Description:** The activities associated with reaching a decision in calendared events, recording the results of these events, and notifying the appropriate persons of court decisions. In the context of this document, calendared events include all proceedings in which arguments, witnesses, evidence and exhibits are heard and examined by a judge or other judicial officer.

**Sub-function:** The sub-functions in the table below are common to most types of hearings.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Create Court Orders</b> Create and print (including ability to reprint) court orders resulting from hearings and other judicial proceedings in real-time.		
b.	<b>Distribute Court Orders Electronically</b> Electronically distribute court orders resulting from hearings and other judicial events externally (i.e., outside the court) and internally for entry into the docket.		
c.	<b>Distribute Court Orders Using Participant's Preference</b> Distribute court orders resulting from hearings and other judicial proceedings based upon participant's preference (e.g., mail, fax, email) if multiple distribution methods are available.		

d.	<b>Schedule Subsequent Events</b> Schedule subsequent events (e.g., motion hearing or sentencing hearing) on-line (see Scheduling Function) in courtroom.		
e.	<b>Support Templates and Word Processing Interface</b> Employ output templates, standard text, and user-supplied text analogously to methodology described in Document Generation and processing Function.		

### 11.18 Disposition Function

The activities associated with disposing a case, parties, or issues in a case, including any type of disposition resulting from a court decision after hearing.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Record Disposition</b> Record disposition for the entire case and details for individuals, families, and/or multiple issues, individual parties, multiple and/or cross referenced cases, and cross petitions.		
b.	<b>Process Disposition Information</b> Process information (e.g., update docket and other records, if not updated automatically as noted below, through Docketing and Related Recordkeeping Function) and produce documents.		
c.	<b>Distribute Disposition Documents Externally</b> Distribute disposition documents noted above electronically to recipients external to court in accordance with state and local statutes, rules, or procedures.		
d.	<b>Maintain Judgment, and Closure Information</b> Maintain and produce closure, and other information that shows, for each case and original and subsequent judgments, and reason for closure.		
e.	<b>Update Group as if Single Case</b> Update each case in group of disposed cases as if group were single case (see also Docketing and Related Recordkeeping Function).		
f.	<b>Process Post-Judgment Activities and Generate Documents</b> Process information and produce documents on post-judgment activities (e.g., in response to requests for execution, appeals).		



g.	<b>Maintain Separate Disposition and Judgment Screens</b> Create, display, and maintain separate disposition and judgment screens that show original and subsequent judgments (e.g., containing amounts, modifications, and satisfactions) for each case and party.		
h.	<b>Support Multiple Judgments</b> Allow for multiple judgments in cases involving multiple parties.		

### 11.19 Case Closing Function

**Description:** The activities associated with final closure of a case (i.e., case status becomes "closed"). These activities may be part of case disposition; however, this document addresses the Case Close Function separately from the Disposition Function to accommodate the instances when the two functions are separate (e.g., due to court policy or rule such as a notice of satisfaction being filed).

**Sub-function:** The sub-functions associated with the Case Closing Function are described in the table below.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Record Reason for Closure</b> Receive information from Disposition Function and record or prompt for reason for closure.		
b.	<b>Coordinate Consolidated Cases</b> Establish cross references and adjust identifiers between consolidated cases for docketing, scheduling, notice generation, and other functions.		
c.	<b>Close Case</b> Close case either manually or automatically (e.g., change status to closed; update docket; generate required forms, notices, reports for that case).		
d.	<b>Generate Case Closure Reports</b> Generate overall case closure reports (e.g., cases closed over specific period with reason closed and other information such as uncollectible obligation balance and other information, such as community work service hours completed).		
e.	<b>Reopen Closed Cases</b> Provide the ability to reopen a previously closed case.		

## 11.20 General Accounting Function

**Description:** The activities necessary to satisfy the court's fiduciary responsibilities include receipt of funds, posting case-related funds to a case fee record, posting non-case-related funds to other types of records, maintaining account records, disbursing funds, generating checks, billing, producing payment agreements, producing notices required for collection activities, reconciling bank accounts, and producing documents required to satisfy county, state, and federal auditing agencies.

**Sub-function:** The sub-functions below either are common to one or more of the subsequent accounting sections or cannot be categorized into one of those sections.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Comply with Accounting Principles</b> All financial functions must conform to the requirements set forth by the Government Accounting Standards Board (GASB), the principles expressed in the Generally Accepted Accounting Practices (GAAP) of the Financial Accounting Standards Board (FASB), the Generally Accepted Audit Standards (GAAS) of the American Institute of Certified Public Accountants (AICPA), and the Generally Accepted Government Audit Standards (GAGAS) published by the United States General Accounting Office (GAO). This standard implies that courts or state must define applicable GAAPs.		
b.	<b>Provide Financial Function Security and Data Integrity</b> Provide appropriate security and authorization for all accounting functions (see also Security and Data Integrity Function), including interfaces that allow non-court persons or companies to collect and receipt fines, fees, and bonds.		
c.	<b>Permit Authorized Adjustment or Correction of Automatic Data</b> Allow authorized user to adjust or correct any data supplied automatically by system prior to posting (e.g., default entries, funds distribution according to pre-determined formula) and provide audit trail of these transactions.		
d.	<b>Prevent Posting to Closed Accounting Period</b> Prevent financial transactions from being dated and posted to a closed accounting period.		

## 11.21 Accounting -- Receipting Function

**Description:** The Accounting - Receipting Function addresses the collection of funds, issuing of receipts, cashier closeout and cashier management. Funds are collected from litigants and their representatives who submit payments required by the court. Receipting functions usually are performed at the cashiering station of the front counter in the clerk's office if payments are made in person rather than electronically. These functions relate closely to the Accounting – Bookkeeping Function, which often processes funds collected automatically to accomplish such tasks as funds distribution and account updates.

**Sub-function:** The receipting sub-function groups are funds collection, receipt generation, cashier close out, and cashier management.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Comply with Accounting Principles</b> All financial functions must conform to the requirements set forth by the Government Accounting Standards Board (GASB), the principles expressed in the Generally Accepted Accounting Practices (GAAP) of the Financial Accounting Standards Board (FASB), the Generally Accepted Audit Standards (GAAS) of the American Institute of Certified Public Accountants (AICPA), and the Generally Accepted Government Audit Standards (GAGAS) published by the United States General Accounting Office (GAO). This standard implies that courts or state must define applicable GAAPs.		
b.	<b>Provide Financial Function Security and Data Integrity</b> Provide appropriate security and authorization for all accounting functions (see also Security and Data Integrity Function), including interfaces that allow non-court persons or companies to collect and receipt fines, fees, and bonds.		
c.	<b>Permit Authorized Adjustment or Correction of Automatic Data</b> Allow authorized user to adjust or correct any data supplied automatically by system prior to posting (e.g., default entries, funds distribution according to pre-determined formula) and provide audit trail of these transactions.		
d.	<b>Prevent Posting to Closed Accounting Period</b> Prevent financial transactions from being dated and posted to a closed accounting period.		

## 11.22 Funds Collection

The Funds Collection sub-functions address the activities associated with accepting payments from litigants and their representatives.

\* *Please note that the Prothonotary does not accept credit cards for payment at this time. Vendors are invited to explain how they or a third party credit card processing vendor could integrate both counter and electronic transactional use to their proposed CCMS. It is expected that any reasonable processing costs would be passed directly to the cardholder in the form of a convenience fee.*

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Associate Payments with Case and Person</b> Associate payment with proper case and person when moneys collected (see Accounting – Bookkeeping Function).		
b.	<b>Accept Payments for Partially Docketed Cases</b> Permit payment to be accepted for cases filed but not docketed completely (e.g., all data not entered into system) and recorded by entering minimal amount of data (e. g., case number, case type, case category, case style or title, name of person submitting payment, date of payment, nature of payment) as precursor to full docket entry.		
c.	<b>Accept Range of Payment Methods</b> Accept payments by various methods (e.g., cash, check, credit card, money order, fee waiver).		
d.	<b>Accept Payments by Electronic Funds Transfer</b> Accept payments by electronic funds.		
e.	<b>Support Flexible Attorney Payment Methods</b> Support a variety of payment methods from attorneys and law firms, such as electronic funds transfer from draw-down or escrow accounts pre-established by attorneys and law firms (e.g., credit card accounts, bank accounts, general-purpose funds deposited with clerk), and debit draw-down accounts to cover court expenses (e.g., for specific case, general expenses).		
f.	<b>Record Complete Information on Payments and Other Transactions</b> Record information on payments and other transactions including type of payment, payee, cashier identifier, amount tendered, payment amount, change given, and related information (case related and non-case related).		

### 11.23 Receipt Generation

This group of sub-functions addresses the activities associated with generating and printing receipts for payments from litigants and their representatives.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Generate and Print Receipts with Appropriate Information</b> Generate, display, and print receipts with proper identifiers (e.g., fee code; court location and address) and supporting information based on collections with user option to receive single or multiple copies.		
b.	<b>Generate Electronic Receipts</b> Generate and distribute electronic receipts for electronic payments.		
c.	<b>Generate Sequential Receipt Numbers</b> Generate and print (or reprint) receipts with unique, locally defined, sequential receipt numbers.		
d.	<b>Generate Multiple Receipts for Single Payment Made for Multiple Cases</b> Generate and print (or reprint) multiple receipts from one financial transaction covering payment for one or more purposes for multiple cases (e.g., an attorney files and pays various fees for several cases in one trip to courthouse).		
e.	<b>Preserve Original Number on Reprinted Receipts</b> Permit receipts to be re-printed (e.g., if printer malfunctions during printout) with same receipt numbers originally generated.		

#### 11.24 Cashier Close Out

This group of sub-functions addresses the activities associated with front counter record keeping, primarily involving payments from other litigants and their representatives and receipts generated in return for these payments.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Maintain Bookkeeping Information on Receipts and Disbursements</b> Maintain front-counter bookkeeping information on receipts and disbursements (e.g., payer, payee, receipt number, case number, and the purpose of the payment or disbursement).		
b.	<b>List Transactions and Compute Totals</b> List transactions and compute totals and balance for each cash drawer, register, cashier, and fee type.		
c.	<b>List Cash Drawer Contents</b>		

	List contents of each drawer (e.g., cash, checks, credit card receipts, fee waivers, money orders).		
d.	<b>Produce Cashier Summaries</b> Produce summary for each cashier including totals for each type of payment (e.g., cash, checks, credit card receipts, travelers checks, money orders) (see Accounting -- Bookkeeping Function).		
e.	<b>List Discrepancies for Imbalances</b> List any discrepancies between payments, receipts, and cases over specific periods for each cashier for whom above summary shows imbalance for any type of payment (see also Accounting - Bookkeeping Function).		
f.	<b>Permit Cashier Opening/Closing as Needed</b> Permit and identify individual cashiers to open and close as needed (e.g., when several cashiers work different shifts at same register during same day).		
g.	<b>Permit Multiple Cashiering Suspensions</b> Suspend cashier operations multiple times during day (e.g., close without balancing to permit lunch and other breaks).		
h.	<b>Process Post-Close-Out Transactions</b> Permit transactions that arrive after end-of-business-day close-out to be entered as transaction for next day.		

### 11.25 Cashier Management

This group of sub-functions addresses the activities associated with cashier supervision and administration.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Permit Payment Voiding before Balancing</b> Permit payments to be voided and corresponding adjusting entries to be made before daily balancing with proper security provisions (see Security and Data Integrity Function).		
b.	<b>Permit Supervisor Adjusting Entries</b> Allow supervisor to make adjusting entry to correct payment type (e.g., cash, checks, credit card receipts, fee waivers, money orders), distribution allocation, or other transaction errors with proper security provisions including appropriate audit trail (see Security and Data Integrity Function).		

c.	<b>Provide Secure Passwords for Each Cashier</b> Provide secure passwords for each cashier (see Security and Data Integrity Function).		
d.	<b>Ensure Receipt Number Sequence Integrity</b> Prohibit modification of system-generated receipt number sequence and provide audit trail of receipt number usage (see Security and Data Integrity Function).		
e.	<b>Produce Summary Cashiering Reports</b> Produce summary reports for each cash drawer, cash register, and cashier (see also Accounting - Receipting Function).		

## 11.26 Accounting – Bookkeeping Function

**Description:** The activities associated with (1) financial recordkeeping and reporting functions commonly performed at the end of an accounting period (e.g., monthly) and (2) ongoing functions associated with month-end activities. These functions include maintaining account, case, and person financial records; conducting funds transfer and other financial transactions; interfacing with receipting activities to exchange account and other financial information; and producing reconciliations, statements, reports, and other documents.

**Sub-function:** The bookkeeping sub-function groups are bank account management, draw-down account management, case account management, distribution account management and funds disbursement, and administrative. Within bank accounts, courts establish other accounts -- generally categorized as draw down, case, and distribution -- for internal use. Courts also perform reporting and other administrative functions associated with accounting.

## 11.27 Case Account Management

This group of sub-functions addresses the activities associated with establishing, tracking, and maintaining case and party accounts; establishing payment schedules and processing installment and other types of payments; posting transactions to case and party accounts; and creating reports and other documents related to case and party account management.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Maintain Financial Parts of Case Files and Docket</b> Maintain financial parts of case files and docket (e.g., payments collected, liabilities with linkage to accounts receivable in finance) (see Docketing and Related Record Keeping Function).		
b.	<b>Identify and Process Fee Waivers and Deferrals</b> Identify existence of fee waivers or deferrals, display message (e.g., indigent), process appropriately (e.g., case filed but waiver deferred pending judicial review).		

c.	<b>Record Financial Changes Resulting from Court Orders</b> Record changes to accounting records that result from court orders (e.g., change in monthly restitution or support payment amount) and modify appropriate records.		
d.	<b>Maintain Tables for Costs, Fees, and Fines</b> Maintain standard tables for court costs, fees, and fines (see List of Code Translation Tables).		
e.	<b>Establish User-Defined Case and Party Accounts</b> Establish flexible, user-defined and -maintained individual case and party accounts when initial fees received for new case (e.g., single party account in case with single or multiple parties or multiple party accounts for each case) (see Accounting -- Receipting Function).		
f.	<b>Allow Flexible Payment Methods for Costs</b> Allow payment of costs, fees, and other charges assessed to specific person in a case by variety of methods (e.g., manual, electronic funds transfer, attorney draw-down account debit, pay through). Please note that although the court does not currently allow flexible payments, they would like the ability to offer it in the future.		
g.	<b>Post Case Receipts to Accounting Records and Register of Actions</b> Post case- or party-related receipts to accounting records and docket or register of actions; associate receipts with proper case, party, account, or case activity; interact with receipting to accomplish these tasks (see Docketing and Related Record Keeping Function).		

## 11.28 Financial Administration

This group of sub-functions addresses the activities associated with generating the various listings and reports that document and coordinate the financial activities of the court (e.g., transactions, reconciliations, audit trails) over specific periods (e.g., daily, weekly, monthly, quarterly, annually).

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Produce Case-Based Financial Reports</b> For specific periods: produce separate reports showing (1) cases and parties for which payments collected, no payments collected, fees waived, no payments due; (2) all adjustments to accounts; (3) accounts receivable or payable for each case or party.		



b.	<b>Produce Report of Fees Waived and Associated Payments</b> Produce report containing information on fees waived and associated payments.		
c.	<b>Provide User Privileges Schema</b> Provide flexible schema of user privileges for accessing information and creating adjusting financial entries (see Security and Data Integrity function).		
d.	<b>Produce User-Selected Financial Transactions Lists</b> Produce lists arranged according to user-selected criteria for financial transactions (e.g., fees and other receipts by date, type, and party).		

### 11.29 Accounting -- General Ledger Function

**Description:** The activities associated with creating and maintaining the general ledger, subsidiary ledgers, and journals; maintaining a chart of accounts; and reconciling and balancing accounts.

**Sub-function.** The sub-functions associated with the General Ledger Function that are common to all case types are limited in number and all described in the table below.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Provide Customizable Chart of Accounts</b> Create and maintain system-defined and user-customized chart of accounts.		
b.	<b>Maintain Account Journals and Ledgers</b> Maintain journal and, if appropriate, subsidiary ledger for each account by posting debits, credits, and adjusting entries.		
c.	<b>Reconcile and Balance Accounts</b> Reconcile and balance all accounts.		
d.	<b>Create General Ledger</b> Create general ledger by posting journal entries, subsidiary ledger totals, and other information to each account in chart of accounts.		

### 11.30 File, Document, and Property Management Functions

**Description:** The activities associated with (1) creating, storing, managing, tracking, archiving, and disposing of manual, electronic, and imaged case files; (2) managing electronic and imaged documents; and (3) receiving, tracking, and returning or destroying exhibits and other property gathered by the court relative to its cases (but not fixed assets and similar property of the court).

**Sub-function:** The sub-functions are grouped into file tracking, file archival and destruction, reporting and utility, document management, and exhibit management.

### 11.31 File Tracking

Because many people need to use case files, sometimes simultaneously, the court staff must know their location at all times during their life cycle. In accordance with state rules governing record retention, the case records must be identified when they are created at case initiation; stored as active, inactive, and archived files as they progress through their life cycle; and tracked until they are destroyed. The file tracking sub-function differ somewhat, depending on whether the files are manual or electronic. One major difference is the need to track the physical location of manual records in the short term and electronic location in the longer term.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Generate Case File Labels</b> Generate labels for manual case files; with the capability of including barcodes (see also Case Initiation and Indexing Function).		
b.	<b>Generate Indicators for Manual Files</b> Generate indicators (e.g., color coded labels) to indicate restricted-access files (e.g., police reports, juvenile or domestic relations interview notes, psychological profiles) and to provide information on placeholders for checked-out manual files.		
c.	<b>Generate Indicators for Electronic Files</b> Generate indicators (e.g., color coded icon) to indicate restricted-access files (e.g., psychological evaluations) on electronic files.		
d.	<b>Track Manual Case Files</b> Track manual case files (including multi-volume files) from time checked out of clerk's office through each borrower (including those external to courts such as prosecutor and domestic relations service providers) until returned to clerk's office relative to location, borrower identifier and other information, file volume number and total number of volumes, date removed, reason file needed, date returned or transferred, and other data.		
e.	<b>Maintain Location for Manual and Electronic Archived Files</b> Maintain location (e.g. storage facility, location in facility, reel number, and location on reel) for manual and electronic archived files.		
f.	<b>Maintain Tracking Information About Destroyed Files</b> Maintain status, last location, and history of manual and electronic destroyed files.		
g.	<b>Maintain Audit Trail of Case File Location</b>		

	Maintain and print or display audit trail of each case file location with information similar to that noted above for file tracking, in addition to length of time file checked out (see also Docketing and Related Recordkeeping Function).		
h.	<b>List Filings While Manual File Checked Out</b> Print display list of filings while manual file checked out so that documents can be added to file when it is returned.		
i.	<b>Flag Electronic Version When Manual File Lost</b> Flag electronic file when corresponding hard-copy file is reported lost, and display alert to electronic record user.		

### 11.32 File Archival and Destruction

Manual and electronic case files pass from active to inactive status in accordance with local and state rules for record retention, and eventually they may be archived and ultimately destroyed (or totally purged if an electronic file). While files may be stored off-site or simply removed from active status in the case of most electronic files, most courts retain some type of a summary or an abstract of the case that will provide answers to inquiries or facilitate the retrieval of the entire case file if necessary. In the situation when a file, manual or electronic, is ordered expunged, that file must be rendered unrecoverable and completely unreadable, including all back-up or archived copies.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Identify Cases for Archiving</b> Identify cases to be archived and later destroyed (see Case Close Function).		
b.	<b>Identify Cases for Permanent Retention</b> Identify cases to be retained permanently.		
c.	<b>Process Files for Archival and Destruction</b> Process files according to local and state rules for becoming archived, destroyed, or transferred to storage facility (see also List of Code Translation Tables).		
d.	<b>Retain Information from Inactive, Archived, or Destroyed Case Files</b> Identify and retain summary information (e.g., indexes, key elements of case history from inactive, archived, destroyed, or purged case files), in accordance with local rules, as needed for related cases or parties that remain active (see Docketing and Related Record Keeping Function).		
e.	<b>Generate Archival and Record Destruction Reports</b> Generate, display, and print (or reprint) reports		

	showing information on files and documents that will be or have been archived and destroyed or transferred.		
f.	<b>Update Active Records Related to Inactive, Archived, or Destroyed Records</b> Interface with Docketing and Related Record Keeping Function to update records of cases transferred to inactive, archived, destroyed, or purged status (see Docketing and Related Record Keeping Function).		
g.	<b>Expunge Case Files</b> Expunge files when ordered by the court.		

### 11.33 Reporting and Utility Functions

Case processing systems often must perform various reporting and utility functions as part of file management.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Generate File Management Reports</b> Generate reports on file management activities (e.g., file transfer, inactive, and purge reports), including lists of active, inactive, archived, and purged files (e.g., to assist in annual file inventory).		
b.	<b>Perform Copy, Sort, and Other Utility Functions</b> Perform utility functions (e.g., copy information such as docket entries and participants from one case to another, sort outputs, copy historical case or party data to secondary file).		
c.	<b>Display Printed Output and Print Screens and Documents</b> Display any printed output, print any screen display, and print any document individually or in a group, immediately or at a scheduled time.		
d.	<b>Display System Malfunctions</b> Display information on system and equipment (e.g., printer) malfunctions if information available.		

### 11.34 Document Management

Document management addresses the core document management capabilities for electronic and imaged documents within the CCMS application. Additional functionality is addressed in the EDMS section below. The capabilities shown in the table are in addition to those noted in the File Tracking and the File Archival and Destruction sections of this function and in the Document Generation and Processing Function and Security Function.

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Support Input, Output, Storage, and Selective Retrieval of Documents</b> Support input, output, storage (including indexing or an equivalent capability), and search and retrieval of individual and multiple electronic and imaged documents based on user-defined criteria (e.g., by case number or date range).		
b.	<b>Support Direct Document Retrieval</b> Support retrieval of specific document directly from other parts of system (e.g., docket) without intermediate steps (e.g., without scrolling through document list to select given document).		
c.	<b>Provide Electronic Toggle Between Documents</b> Provide capability to electronically toggle between views of several different documents.		
d.	<b>Interface with Separate Document Management System</b> Provide capability to interface with document management system that is separate from case processing if case processing system excludes document management capabilities.		
e.	<b>Use Same Document Management System for Imaging</b> Provide capability to use same document management system for imaging if imaging included in overall case processing.		
f.	<b>Support Manipulation and Maintenance of Electronic or Imaged Documents</b> Support manipulation and maintenance of electronic or imaged documents (e.g., to produce documents that include parts of several electronic or imaged documents; see also Document Generation and Processing Function).		
g.	<b>Provide Document Management Security</b> Provide equivalent security for contents of document management system, as it exists elsewhere in the case processing system (see Security and Data Integrity Function).		
h.	<b>Store and Output Documents Produced by System</b> Provide ability to save, store, and output any document produced by the system without requiring the data to be reprocessed.		

### 11.35 Security and Data Integrity Function

**Description:** The activities associated with ensuring the security and integrity of the case processing system, its data, and its documents during normal operations and after a system failure or outage. This is accomplished through a combination of features in the case processing application software, the normal computer hardware and system software, and special-purpose hardware and software.

**Sub-function:** The sub-function described in the tables below are grouped into those pertaining to security and those associated with ensuring data integrity.

### 11.36 Security

Security for the purpose of this document refers to the ability of the CCMS to insure that all data elements and records remain unchanged due to unauthorized access or other human intervention including any unauthorized addition, modification, or destruction of case management data.

Security levels should be maintained by the user and at a minimum should allow multiple levels of security access to the data by individual user identification as well as user and group role. Certain functionality in the security functions is expected without identifying each function such as the need to change passwords routinely (i.e. a predetermined number of days as determined by the system administrator, and automatic “time-out” of the application after a predetermined number of minutes of inactivity).

	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Base Access and Privileges on User-Maintained Authorizations</b> Base access and similar privileges (including privileges for specific groups of users or access to specific types of data) on authorizations defined, maintained, and controlled by specific users (e.g., access authorization tables; see also List of Code Translation Tables).		
b.	<b>Provide Flexible Restrictions on Access and Operations</b> Restrict local and remote access to and permissible operations (i.e., view; add; change; delete; seal; and expunge) on case types, case categories, files, parts of files, and system functions from and to other system functions, device (e.g., terminals, PCs, printers) locations, users, and groups of users.		
c.	<b>Restrict Local and Remote Access via Flexible Criteria</b> Restrict local and remote access to certain cases (e.g., with information on children), classifications of cases (e.g., sealed cases), and parts of cases (e.g., medical information, social security numbers) from specific system functions, device (e.g., terminals, PCs) locations, users, and groups of users in accordance with rules,		

	statutes, or court orders.		
d.	<b>Provide Additional Security for Public Access</b> Provide adequate security if public access allowed (e.g., view but not modify or delete data and documents; separate logical or physical database specifically for public access; security at lower levels than file or record level, such as at field level; “firewalls” that restrict access to only some of system and database while securing other parts). Both large and small systems should have the ability to mask certain data fields from public view, such as social security numbers.		
e.	<b>Provide Secure User Passwords</b> Provide secure passwords for users with periodic password changes.		
f.	<b>Provide Audit Trails of User Activities</b> Provide audit trails that show which users and workstation locations logged onto system, when they logged on, and what parts of system and database they accessed (e.g., to prevent browsing) during specified period; permit audit trails to be stored, archived, and purged.		
g.	<b>Permit Authorized User Correction of Data Entry Errors</b> Allow authorized user correction of individual or groups of cases when data entry error occurs (e.g., renumber group of cases if error occurs when entering group of new cases numbered sequentially and error in first case entered causes numbers of subsequently entered cases to be changed).		
h.	<b>Provide Audit Trail of File Additions, Modifications, and Deletions</b> Maintain and display or print audit trail of file additions, modifications, and deletions (e.g., filings entered into docket) including who made entry, when entry made, whether date entered and date filed differ (see also related Docketing and Related Recordkeeping Function).		
i.	<b>Ensure Authorization of Electronic Case Record Modifications</b> Ensure electronic case records (e.g., electronic filings, docket entries, calendars, system-generated documents) cannot be modified without proper authorization and notification of supervisor or system administrator.		
j.	<b>Provide Secure Interfaces and Information</b>		

	<b>Exchange</b> Provide adequate security for electronic interfaces and information exchanges with outside systems and networks.		
k.	<b>Provide Security for User Notes</b> Provide adequate security for judge's and other user's notes (see also Calendaring Function).		
l.	<b>Suppress Output of Confidential Information</b> Suppress inclusion of user-designated confidential information in notices, calendars, court minutes, and other documents (e.g., mask out confidential addresses for notices sent to specific persons) (see also Document Generation and Processing Function, Calendaring Function, Hearings Function, and Disposition Function).		
m.	<b>Allow Limited Access to Normally Inaccessible Information</b> Allow special, limited access to certain types of otherwise inaccessible cases and data (e.g., sealed cases with identifiers removed) for analysis or other specific purposes.		

### 11.37 Data Integrity

Integrity for the purpose of this document refers to the ability of the CCMS to insure that all data elements and records remain unchanged due to any outside influence other than deliberate human intervention (e.g. power outage, operating system inconsistencies or problems, data back-up and recovery operations). This ensures the integrity of the case processing system, its data, and its documents during normal operations and after a system failure or outage. It is accomplished through a combination of features in the case processing application software, the normal computer hardware and system software, and special-purpose hardware and software.

Consideration must be given to systems that allow customization based on the hardware platform and operating system chosen by the user. As new technologies are developed to increase the level of data integrity, just as "mirroring" has done in the recent past, CCMS must be designed to take advantage or at least allow the use of these improvements.

The application software should contain carefully designed input edits to improve data quality and integrity by checking data entered into the system.

The data integrity issue becomes more acute with electronic data exchange. While the risk of direct data or document entry is minimal, the possibility exists that the data and documents originally sent differ from those ultimately received because, for example, they became corrupted during transmission. The court should devise a method to ensure the integrity of these data and documents - normally through case processing system edits or, more reliably, through special-purpose security hardware or software with features such as user authentication (verify who sent data), data integrity (verify same data sent and received), and non-repudiation (sender cannot later deny sending information).



	Sub-Functions	Response Required (Y / N / M)	Comments
a.	<b>Ensure Integrity of Electronically Transmitted Data</b> Ensure each document and its contents sent by user (e.g., attorney) matches with that same document and its contents received by court for electronically filed cases and other information received electronically so that court is referencing and retrieving correct information.		
b.	<b>Provide for Disaster Recovery</b> Provide for disaster recovery (e.g., reconstruct status of system and its case processing and financial functions and data such as permitting access authorization tables and cash register totals to be reconstructed and system to be restarted).		
c.	<b>Permit File Backups at Any Time</b> Provide for file backups at any time, with minimal disruption of normal operations.		
d.	<b>Correlate and Permit Merging of Data for a Person</b> Ensure only single set of data exists for each person (i.e., various identifiers for given person must be correlated), and allow for merge and unmerge of files containing information on the same person.		
e.	<b>Perform Locally Defined Edits</b> Perform locally defined edit and data validation checks such as content of each individual data field (e.g., proper format for a date) and relationship of data field to other data (e.g., date of answer or response after date filed).		
f.	<b>Ensure Clarity of Data Integrity Check Messages</b> Ensure clarity of all system-generated messages (e.g., full explanation of inputs that fail edit or data validation tests, highlight errors).		
g.	<b>Produce Transaction Statistics</b> Produce statistics on transactions received, transactions accepted, and transactions rejected over specific time period.		

### 11.38 Management and Statistical Reports Function

The activities associated with reporting caseload, case flow, and workload statistics and management information on court operations, finances, and staffing. Typically, the state and local court's administrative offices identify the statistics that they need from the court, and local customs and management styles determine the management reports.

There are five general mandatory reporting requirements:

1. The case processing system must satisfy state and local statistical and technical reporting requirements;
2. The case processing system must produce management reports;
3. The management reports must be defined according to the Court's needs;
4. Most management reports must be available in detail (information on individual cases or persons) and summary (information on groups of cases or persons) form; and
5. The management reports must allow system users to obtain information on all or specific groups of cases or persons when they request a given report.

The reports are by-products of case processing data already in the system, with nothing entered specifically for reporting purposes. Users create reports by identifying (1) the information they need, (2) what data from the system is available to convey this information, (3) how these data must be grouped to convey the information, and (4) how often specific information is needed. Most reports should be available both periodically and when requested.

While the standard output method goal would be paperless, screen-viewable reports - printed reports and information summaries should be available as well as other types of presentations (e.g., graphs, charts) when requested by the user. Any printed information should also be available as an on-line display and for extraction and transfer to other systems or internet posting. Moreover, the Court Administrator, Judicial staff and Prothonotary need daily, weekly reports identifying inventory, (i.e., pending, closed), financial and other types of queries and/or reports which are easily accessible and accurate.

# A. Family Court Reporting for AOPC

Supreme Court of Pennsylvania Administrative Office of Pennsylvania Courts			
Family Court Report			
Report Covers the month of <b>December 2014</b>		<b>Monroe County</b>	
	Custody/ Partial Custody/ Visitation	Divorce	Juvenile Delinquency
1. Cases Pending from Last Month's Report	141	1200	0
2. New Cases Filed this Month	50	28	
3. Subtotal: Cases Available for Processing	191	1228	0
4. Cases Processed this Month:		Contested before a Judge	
4a. Judge	6	9	
		Contested before a Master	
4b. Non-Judicial Officer	70	1	
		Uncontested Divorce	
		11	
4c. "Other" Disposition	10	1	
5. Subtotal: Cases Processed this Month	86	22	0
6. Cases Pending at the End of the Month	105	1206	0
Name of Person Filing Report	ROBIN B RODENHAUSER		Today's Date 1/19/15
Title of Person Filing Report	CHIEF DEPUTY PROTHONOTARY		Phone Number 570-517-3379
E-mail Address			

## B. Civil Court Reporting for AOPC

Supreme Court of Pennsylvania Administrative Office of Pennsylvania Courts <b>Civil Court Report</b>			
This Report Covers the Month of December 2014		Monroe County	
<b>I. CASES AVAILABLE FOR DISPOSITION</b>			
1. Pending from Last Month:		Civil Action	Civil Other
		1994	5316
2. Docketed Cases			
<b>TORT</b> (do not include mass tort)			
Intentional	1		
Malicious Prosecution	0		
Motor Vehicle	17		
Nuisance	0		
Premises Liability	8		
Product Liability	0		
(does not include mass tort)			
Slander/Libel/Defamation	0		
Other	4		
<b>MASS TORT</b>			
Asbestos	0		
Tobacco	0		
Toxic Tort - DES	0		
Toxic Tort - Implant	0		
Toxic Waste	0		
Other	0		
<b>PROFESSIONAL LIABILITY</b>			
Dental	0		
Legal	0		
Medical	1		
Other Professional	0		
<b>CONTRACT</b> (do not include judgments)			
Buyer Plaintiff	0		
Debt Collection: Credit Card	26		
Debt Collection: Other	16		
Employment Dispute:	2		
Discrimination	1		
Employment Dispute: Other	3		
Other	3		
<b>REAL PROPERTY</b>			
Ejectment	24		
Eminent Domain/Condemnation	3		
Ground Rent	0		
Landlord/Tenant Dispute	2		
Mortgage Foreclosure:	99		
Residential	3		
Commercial	2		
Partition of Real Property	2		
Quiet Title	2		
Other	27		
<b>CIVIL APPEALS</b>			
<i>Administrative Agencies</i>			
Board of Assessment	0		
Board of Elections	0		
Dept. of Transportation	6		
Zoning Board	1		
Statutory Appeal - Other	0		
Other	4		
<b>MISCELLANEOUS</b>			
Common Law/Statutory Arbitration	0		
Declaratory Judgment	2		
Mandamus	0		
Non-Domestic Relations	0		
Restraining Order	0		
Quo Warranto	0		
Replevin	2		
Other	6		
Total New Docketed Cases		79	181
Additional New Cases		0	0
3. Arbitration Appeals		0	0
4. Transferred In this Month		0	0
5. Returned from Inactive Status		0	0
Total Cases Available for Disposition		2073	5497
Of the new cases filed, how many were:			
		1	Pro Se filings
		1	Class Action Suits
		9	MDJ Appeals

And

II. DISPOSITIONS		Civil Action	Civil Other	
1. Non-trial Dispositions				
A. Default Judgments		41	114	
B. Cases decided by Arb Board		9	0	
C. Dispositive Motions		0	0	
D. Settlements		63	69	
E. Moved to Inactive Status		2	0	
F. Transferred/Withdrawn		7	13	
G. Pa.R.J.A. 1901 Admin Purge		0	1	
H. Other		0	0	
2. Trial Dispositions				
A. Jury Trial		1	0	
B. Non-Jury Trial		0	0	
Total Dispositions		123	197	
Cases Pending at the End of the Month		1950	5300	
III. Age of Cases Pending				
Civil Action Cases only	0 - 6 months	542	37 - 42 months	60
	7 - 12 months	331	43 - 48 months	65
	13 - 18 months	297	49 - 54 months	36
	19 - 24 months	242	55 - 60 months	27
	25 - 30 months	199	61 - 66 months	9
	31 - 36 months	95	67 - 72 months	14
			Over 72 months	33
			Total	1950
Name of Person Filing Report	ROBIN B RODENHAUSER			
Title of Person Filing Report	CHIEF DEPUTY PROTHONOTARY			
Email Address				
Phone Number	570-517-3379	Date	01/23/2015	

### C. Protection from Abuse Statistical Report – for AOPC

Supreme Court of Pennsylvania Administrative Office of Pennsylvania Courts Protection From Abuse Statistical Report			
This Report Covers the Month of		Monroe County	
1. PFA Petitions Pending from Last Month's Report.....		6	
2. New PFA Petitions Filed this Month.....		48	
Of these, how many petitions requested temporary orders?			
a.	48 100%		
Number of temporary orders DENIED:		b.	18 38%
Number of temporary orders GRANTED:		c.	30 63%
3. Subtotal: PFA Petitions Available for Disposition		54	
4. PFA Petitions Disposed this Month:			
4a. Temporary Order DENIED After Ex Parte Hearing and No Evidentiary Hearing Scheduled.....		0	
4b. Temporary Order DISMISSED After Evidentiary Hearing and No Final Order Entered.....		0	
4c. Final Order DENIED After Evidentiary Hearing Before a Judge or a Judicial Officer.....		10	
4d. Final Order GRANTED After Evidentiary Hearing Before a Judge or a Judicial Officer.....		3	
4e. Plaintiff Did Not Appear For Evidentiary Hearing.....		17	
4f. Final Order by STIPULATION OR AGREEMENT between the Parties.....		8	
4g. Petition WITHDRAWN by Plaintiff.....		9	
4h. TRANSFERRED to Another Jurisdiction.....		0	
4i. OTHER Disposition Procedure, please describe in the box below:		0	
4j. OTHER Disposition Procedure, please describe in the box below:		0	

**PLEASE NOTE** that the disposition categories (on the left) include a few practices adopted by local courts. As the purpose of the statistical report is to accurately describe and count dispositions, no inference should be made with regard to the conformity of these disposition practices with statewide rules or statute. Should you have any questions regarding PFA disposition programs, please contact the Domestic Relations Procedural Rules Committee of the Supreme Court (717-231-9530).

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And

5. Subtotal: PFA Petitions Disposed this Month.....

47

6. PFA Petitions Pending at the End of the Month.....

7

Name of Person Filing Report 

Scott Decker

Title of Person Filing Report 

PFA Deputy

E-mail Address 

sdecker@monroecountypa.gov

Telephone Number 

570-517-3374

 Today's Date 

4/8/2016

**Additional Comments:**

Page 2 of 2

D. Annual Medical Malpractice Questionnaire for AOPC

<b>2015 Medical Malpractice Questionnaire</b>		
<b>County: MONROE</b>	<b>01/22/2016</b>	
<b><u>PART 1: VERDICTS</u></b>		
For all medical malpractice verdicts entered from <b><i>January 1, 2015 to December 31, 2015</i></b> , please report the number of jury verdicts and the number of non-jury verdicts in each of the award categories.		
<b>Amount Awarded</b>	<b>Number of Jury Verdicts</b>	<b>Number of Non-Jury Verdicts</b>
Defense Verdicts or \$0 award for plaintiff	1	0
\$500,000 or less	0	0
Between \$500,001 and \$1,000,000	0	0
Between \$1,000,001 and \$5,000,000	0	0
Between \$5,000,001 and \$10,000,000	0	0
Over \$10,000,000	0	0
<b><u>PART 2: FILINGS</u></b>		
Please report the number of new medical malpractice cases filed from <b><i>January 1, 2015 to December 31, 2015</i></b> . A filing is defined as an initial complaint or praecipe for summons; a case should be counted only once. Also, please indicate the number of cases that were either transferred in from another judicial district or transferred out to another judicial district in 2014. Cases transferred in should NOT be included in the total number of filings.		
<b>Total number of medical malpractice filings in 2015:</b>	16	
<b>Number of cases transferred IN FROM another jurisdiction in 2015:</b>	0	
<b>Number of cases transferred OUT TO another jurisdiction in 2015:</b>	0	
<b>* Completed questionnaire due January 22, 2016 *</b>		



E. Divorce Master – Monthly Activity Report Per Individual Quasi-judicial Officer

<b><u>DIVORCE MASTER'S MONTHLY REPORT</u></b>						
<b><u>DIVORCE MASTER: DANIEL M. CORVELEYN, ESQUIRE</u></b>					<b><u>December, 2015</u></b>	
<b><u>Case Number</u></b>	<b><u>Name</u></b>	<b><u>Hearing Date</u></b>	<b><u>Record Closed</u></b>	<b><u>Transcript Completed</u></b>	<b><u>Due Date</u></b>	<b><u>Date Report Filed</u></b>
1115 DR 2013		1 <sup>st</sup> - 9/1/15		1 <sup>st</sup> - 10/13/15		
9091 CV 2013		2 <sup>nd</sup> - 10/15/15	11/12/15	2 <sup>nd</sup> - 11/12/15	12/14/15*	
1049 DR 2012						
8064 CV 2012		12/8/15	Not closed yet†	12/11/15		
93 DR 2012		Settled		Settled		
539 CV 2012		no hearing	12/9/15	no hearing	N/A	12/11/15
1191 DR 2003						
7950 CV 2008		12/22/15	12/22/15	12/22/15	1/13/16	12/23/15
2432 CV 2012						
328 DR 2012		1/12/16				
83 DR 2015		Cont'd. to				
13 CV 2015		2/4/16				

\* Tucker – No. 1115 DR 2013 – on 12/11/15, Judge Sibum granted Master an extension to file the Report  
† Schauffele v. Hawkes – No. 1049 DR 2012 – not closed yet, may need a 2<sup>nd</sup> hearing

F. Arbitration Continuance Order

IN THE COURT OF COMMON PLEAS OF MONROE COUNTY FORTY-THIRD JUDICIAL DISTRICT COMMONWEALTH OF PENNSYLVANIA	
LILIVED TORRES, ADMINISTRATRIX OF THE ESTATE OF LICET FRATARCANGELI DECEASED, Husband and Wife,	No. 113 CV 2014
Plaintiff	
Vs.	Arbitration No. 93-2015
FRANK FRATARCANGELI, Defendant	

**ORDER**

AND NOW, this 22<sup>nd</sup> day of April, 2016, upon motion of counsel for the **Plaintiffs Expedited** motion for continuance of the arbitration scheduled for **May 4, 2016 at 9:00a.m.**, said motion is granted and the arbitration is continued to the **6<sup>th</sup> of June 2016 at 1:00 p.m. at the Monroe County Courthouse, Stroudsburg, Pennsylvania** in Hearing Room A.

**BY THE COURT:**

Margherita Patti-Worthington, P.J.

cc: Michael Mancuso, Esq., Counsel for Plaintiff  
Brian J. Cali, Esq., Counsel for Defendant  
Randall W. Turano, Esq., Chairperson  
Ronald W. Hertz, Esq., Panelist  
Jason M. Leon, Esq., Panelist  
Court Administration  
Prothonotary

G. Notification of Changes Made to Arbitration Panel



**DISTRICT COURT ADMINISTRATOR**  
**43RD JUDICIAL DISTRICT**  
**MONROE COUNTY COURTHOUSE**  
**STROUDSBURG, PENNSYLVANIA 18360**

Renee L. Danser  
District Court Administrator

Deborah A. Rivera  
Deputy Court Administrator

TEL: (570) 517-3009  
FAX: (570) 517-3866

April 28, 2016

**CHANGE NOTIFICATION**

The following is a notification of changes made to the Arbitration Panel for the following case:

**CASE NUMBER:** 4129 CV 2007  
**ARBITRATION NUMBER:** 34-2016  
**PLAINTIFF(S):** RITA ARANA  
**DEFENDANT(S):** MAIN POOL & CHEMICAL COMPANY, INC.,  
**ARBITRATORS:** Joseph J. Rattman, Esq., Chairperson  
John L. Dewitsky Jr., Esq., Panelist  
Victoria Avellino Strunk, Esq., Panelist

Hearing is set for June 10, 2016 at 9:00 AM in Hearing Room A in the Monroe County Courthouse,  
Stroudsburg, Pennsylvania.

\_\_\_\_\_  
Renee Danser  
Court Administrator

RD/niv

cc: Prothonotary

Scott E. Schermerhorn, Esq., Counsel for Plaintiff

Chris Carling, Esq., Counsel for Defendant

Zygmunt R. Bialkowski Jr., Esq., Counsel for Defendant

Joseph J. Rattman, Esq., Chairperson

John L. Dewitsky Jr., Esq., Panelist

Victoria Avellino Strunk, Esq., Panelist

H. Arbitration Continuance Report (last page of report covering 2007 – 2016)

## ARBITRATION CONTINUANCES

No of Continuances	Arbitration Number	Case Number		
1	18-2016	9865 CV 2013	Richard Simon and Linda Simon, his wife	v BRACEY'S MOUNT POCONO, INC. t/d/b/a BILL'S SHOP RITE
1	20-2016	1680 CV 2013	Frank M. Brown Patricia A. Brown	v Water Gap Country Club, INC, and Shirley Broda
1	21-2016	8134 CV 2014	Donegal Mutual Insurance Company	v Robert Heeter

Total Number of Continuances: 157

Thursday, April 28, 2016

Page 8 of 8

I. Custody Conciliation Monthly Activity Summary

### MONTHLY STATISTICS FOR

March, 2016

CONFERENCES	Corveleyn	Lyons	Madden	Weitzmann	TOTAL
Conferences Continued	2	3	1	5	11
Conferences Held	23	20	18	11	72
Conferences Cancelled	2	0	2	0	4
Conferences Scheduled	0	1	0	4	5
Conferences Dismissed	0	1	0	0	1
<b>TOTAL</b>	<b>27</b>	<b>25</b>	<b>21</b>	<b>20</b>	<b>93</b>

LITIGANTS	Corveleyn	Lyons	Madden	Weitzmann	TOTAL
Pro Se Litigants	35	23	33	19	110
Represented Litigants	45	31	14	29	119
<b>TOTAL</b>	<b>80</b>	<b>54</b>	<b>47</b>	<b>48</b>	<b>229</b>

RECOMMENDATIONS/ORDERS	Corveleyn	Higgins	Lyons	Madden	Sibum	Weitzmann	Williamson	TOTAL
Consent Order	1	3	0	0	6	0	0	10
Continuance	0	3	0	0	7	0	0	10
Denied filing	0	5	0	0	13	0	0	18
Dismissal/Action	0	0	0	0	2	0	0	2
Hearing Scheduled	0	0	0	0	6	0	0	6
Interim Order	3	14	0	0	43	1	0	61
Review Conference Scheduled	3	4	0	0	9	0	0	16
Rule Returnable for COPE	0	4	0	1	3	0	0	8
Scheduling Order	0	23	1	0	51	0	0	75
Stipulated Agreement	0	0	0	0	2	0	0	2
Temporary Order by Judge	0	0	0	0	0	0	1	1
<b>TOTAL</b>	<b>7</b>	<b>56</b>	<b>1</b>	<b>1</b>	<b>142</b>	<b>1</b>	<b>1</b>	<b>209</b>

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Page 1 of 3

And

# MONTHLY STATISTICS FOR

March, 2016

PETITION TYPES	
Answer	4
Complaint for Custody	40
Contempt	17
Continuance	11
Dismissed	22
Emergency	10
Given to Judge	3
Given to Judge for Decision	22
Hearing Assigned by Judge	3
In Forma Pauperis	6
Modification	35
Petition to Intervene	2
PFA Related	1
Review	46
Special Relief	4
Stipulated Agreement	4
Telephone Conference	2
<b>TOTAL</b>	<b>232</b>

DURATION FROM CONFERENCE TO ORDER	Corveleyn	Lyons	Madden	Weitzmann	TOTAL
0 - 7 days	22	18	18	10	68
8 - 15 days	1	2	0	1	4
<b>TOTAL</b>	<b>23</b>	<b>20</b>	<b>18</b>	<b>11</b>	<b>72</b>

CONFERENCE WITH ORDER PENDING	Lyons	Weitzmann	TOTAL
Scheduled	1	4	5
<b>TOTAL</b>	<b>1</b>	<b>4</b>	<b>5</b>

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Page 2 of 3

And

MONTHLY STATISTICS FOR	
March, 2016	
REQUIREMENTS	MAR
Child/ren Counseling	1
COPE Program	29
Custody Evaluation JM	1
D&A Evaluation	15
D&A Testing	6
Homestudy Evaluation	2
Psychological Evaluation	1
<b>Monthly Total</b>	<b>55</b>

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## J. Mortgage Foreclosure Diversion Program Statistics

Mortgage Foreclosure Conciliation Program Statistics											
Certificates				**Outcomes							
	Applied	# Denied			Pending	Stay Lifted	Settled	Agreement	Bankruptcy	Other	
				# of cases scheduled 2011							
Jan 2011 - Dec 2011	417	30		387		1288	405	292	44	8	
				# of cases scheduled 2012							
Jan 2012 - Dec 2012	601	33		568							
				# of cases scheduled 2013							
Jan 2013 - Dec 2013	533	22		511			2037				
				# of cases scheduled 2014							
Jan 2014 - Dec 2014	410	17		393							
				# of cases scheduled 2015							
Jan 2015 - June 2015	197	8		189							
HOW MANY COME IN PER MONTH					2140						
2015					-2037						
January	27	3			103						
February	34	3									
March	38	1									
April	42	1									
May	30	0									
June	26	0									
July											
August											
September											
October											
November											
December											
Total YTD*	197	8									

We are currently scheduled out until August 26, 2015 \* total through December 31, 2011 \*\*total from start of program

2011 - 447 actual total    2012 - 634 actual total    2013 - 555 actual total  
 Monthly Conferences increase from 2 to 4 or 5  
 More cases listed on conference dates Stay Lifted - agreement could not be reached or not qualified  
 Settled - cases that practices were filed to settle, disc or end case  
 Agreement - cases that remain open but are in process of settling  
 7/8/2015



- K. Sample Argument List as posted on the Monroe County Bar Association website  
<http://dev.asoundstrategy.com/poconob2bwebsites/site555/index.cfm?e=inner3&itemcategory=61626>)

ARGUMENT LIST FOR JUNE 6, 2016		
		ZULICK
M. PISANCHYN	DANNY CLYDE	1846 CV 2014
		TRANSFER PROCEEDINGS
	VS.	
PRO SE	JEFFERY VANSANT	
J. MURPHY	STRAUSS HOMES LLC AND AMY STRAUSS	
R. SMITH	DONEGAL INSURANCE GROUP AND/OR DONEGAL MUTUAL INSURANCE COMPANY	
	MARCH 18, 2016 - PLACED ON LIST BY JUDGE (ZULICK)	
	MARCH 18, 2016 - (ZULICK)	
	MARCH 18, 2016 - (ZULICK)	
		SIBUM
M. WEISBERG	HSBC BANK USA, NATIONAL ASSOCIATION, AS TRUSTEE FOR ACE SECURITIES CORP. HOME EQUITY LOAN TRUST, SERIES 2006-OPI, ASSET BACKED PASS-THROUGH CERTIFICATES	11364 CV 2011
B. MESSINGER		REAL PROPERTY - MORTGAGE FORECLOSURE: RESIDENTIAL
	VS.	
R. HERTZ	JANET KOLOGE, RONALD KOLOGE, DENNIS S MAGDITCH AND JOHANNA JAKOBS	
	MARCH 31, 2016 - PLACED ON LIST BY JUDGE (SIBUM)	
		MARK
R. SOMACH	WELLS FARGO BANK, N.A. AS TRUSTEE OF SECURITY NATIONAL MORTGAGE LOAN TRUST 2005-2	8406 CV 2014
J. HOLMES		REAL PROPERTY - MORTGAGE FORECLOSURE: RESIDENTIAL
	VS.	
M. PRIMROSE	GEORGE LAN SOPKO, INDIVIDUALLY AND IN HIS CAPACITY AS EXECUTOR OF THE ESTATE OF MARY W. SOPKO, DECEASED THE UNITED STATES OF AMERICA	
	APRIL 7, 2016 - PLACED ON LIST BY JUDGE (MARK)	
		SIBUM
N. MASINGTON	HAYRIYE [REDACTED]	58 [REDACTED] CV 2015
	VS.	12 [REDACTED] DR 2014
		SUPPORT
S. COOPER	CEMAL [REDACTED]	
	APRIL 12, 2016 - PLACED ON LIST BY JUDGE (SIBUM)	

L. Sample Trial List as posted on the Monroe County Bar Association website:

TRIAL LIST FOR JUNE 7, 2016		
NO. 1		
M. MACGREGOR	SANDRA WARTERS	4502 CV 2009 CIVIL ACTION
	VS	
P. TROY	KARANDEEP SINGH, M.D. A/K/A KARAN D SNIGH, M.D., POCONO MEDICAL CENTER, BEHZAD MAGHSOUDLOU, M.D., AND MEDICAL ASSOCIATES OF MONROE COUNTY	
M. PERRY J. DOHERTY		
	MARCH 18, 2015 - PLACED ON LIST BY JUDGE (WILLIAMSON)	
NO. 2		
J. WIESMETH	SHAWNEE VALLEY OWNERS ASSOCIATION INC	5142 CV 2010 CIVIL ACTION
	VS	
M. ANDERS	KEITH MCCLAIN	
	SEPTEMBER 15, 2015 - PLACED ON LIST BY JUDGE (WILLIAMSON)	
	SEPTEMBER 15, 2015 - (WILLIAMSON)	
NO. 3		
J. WIESMETH	SHAWNEE VALLEY OWNERS ASSOCIATION INC	5334 CV 2010 CIVIL ACTION
	VS	
M. ANDERS	PETER GOLA AND MARNIE GOLA	
	SEPTEMBER 15, 2015 - PLACED ON LIST BY JUDGE (WILLIAMSON)	
	SEPTEMBER 15, 2015 - (WILLIAMSON)	
NO. 4		
J. WIESMETH	SHAWNEE VALLEY OWNERS ASSOCIATION INC	5795 CV 2010 CIVIL ACTION
	VS	
M. ANDERS	GEORGIA BAEZ AND LAWRENCE HENRY	
	SEPTEMBER 15, 2015 - PLACED ON LIST BY JUDGE (WILLIAMSON)	
	SEPTEMBER 15, 2015 - (WILLIAMSON)	
NO. 5		
J. WIESMETH S. WILLIAMSON	SHAWNEE VALLEY OWNERS ASSOCIATION INC	5796 CV 2010 CIVIL ACTION
	VS	
M. ANDERS	JOSEPH A CORREA AND BERNICE CORREA, H/W	
	SEPTEMBER 15, 2015 - PLACED ON LIST BY JUDGE (WILLIAMSON)	
	SEPTEMBER 15, 2015 - (WILLIAMSON)	



### **11.39 Management Information**

While management reporting is a mandatory capability for every case processing system, the specific management reports needed by a given court depend on local customs and highly personalized management styles. Some of the management reports that case processing systems could produce, categorized by whether the reports contain case, financial, person (e.g., party, participant, judge, attorney), calendar monitoring, system performance monitoring, or system usage and quality assurance information. Many of these reports should be exception reports to encourage proactive case management.

Some management reports are preprogrammed into the case processing system, and some are generated on an ad-hoc basis. Judges and other managers in each court must decide which reports are needed on a regular basis; these reports would be preprogrammed. Because courts will need additional reports as conditions, personnel, and preferences change, the additional reports can be programmed or created on an ad-hoc basis.

## 12 Appendix G – EDMS Functionality

The Court and County require that any EDMS proposed must be tightly integrated with the CCMS. The CCMS must control access and workflow. A separate EDMS that is “loosely” integrated will not be acceptable.

In particular the Vendor should address the following issues in the response to this BVP document.

- ❖ Document workflow, control and programming (i.e. how changes are made in to the system in relationship to user, role, and document changes or additions).
- ❖ Functionality and hardware / software proposed for scanning paper documents into the system including how work queues and data entry is performed.
- ❖ The Vendor must describe how the EDMS integrates with the proposed E-filing function.
- ❖ Document version control functionality – in particular the Court is interested in how submitted draft jury instructions or court orders are potentially handled by the system.
- ❖ The Vendor must describe how document access security is implemented.
- ❖ The Vendor must describe how document encryption is implemented.
- ❖ The Vendor must describe the electronic document file formats supported by the proposed system.
- ❖ The Vendor must describe how anti-virus and malware protection is implemented with the EDMS.
- ❖ The Vendor must describe how printing is implemented with the EDMS. In particular, how default printers are defined by user, group, role, or function.
- ❖ The Vendor should provide any additional information that may assist the Court in making its selection decision in regards to the EDMS functionality.

## 13 Appendix H – E-Filing Functionality

The proposed E-Filing functionality shall permit electronic filing of court documents to:

- ❖ Enhance service delivery to the public
- ❖ Eliminate manual data entry and physical file operation processes
- ❖ Reduce or eliminate financial data entry for fee payment processing

Vendors should describe their proposed E-filing solution that will integrate with the CCMS and EDMS. The Vendor must specifically describe how the E-filing is implemented into the CCMS/EDMS workflow.

The Court and County do not want a system which is not integrated and would require duplicate data entry on the part of staff to update the CCMS.

In particular the Court and County require that the proposed E-filing system include:

- ❖ A secure internet/web interface
- ❖ The ability for filer user accounts to be established and maintained
- ❖ The ability for the system to require the user to capture the required information to accept and docket the filing
- ❖ The ability for the system to electronically capture and record the date and time the filing is made
- ❖ The ability to create and record a digital hash “signature” for the filing
- ❖ The ability for the system to accept electronic payments and discern and apply the appropriate court fees for the documents filed
- ❖ The ability to record in the user’s account, and e-mail an electronic receipt for the filing
- ❖ The ability to receive multiple electronic documents per filing
- ❖ The ability to control the type of electronic documents submitted (PDF/A, TIFF, ODF, Microsoft Word for draft documents)
- ❖ The ability to check the submitted documents for computer virus/malware infection
- ❖ The Vendor must also describe the filer-user training and support that is available both in-person and computer based
- ❖ The ability for judges to integrate the CCMS by:
  - full text searching across document imaging content e.g. locate a word or phrase within documents
  - create personalized folders
  - annotate selected documents
  - add notes
  - indexing and extracting business data
  - work anywhere
  - direct access to law-related website (the Court currently utilizes Westlaw)
  - allow for rapid in-court review and signing - **VERY IMPORTANT**

### **Note:**

**The Vendor should be aware that many of Pennsylvania’s counties have moved to E-Filing systems. Litigants, law firms, and solo practitioners are presently filing documents in these counties. It is important for Monroe County to have an E-Filing system which contains the same or similar functionality with a dedicated focus on improving ease of use.**

## 14 Appendix I - Images of PFA Forms

### PETITION FOR PROTECTION FROM ABUSE FORMS

- ❖ the first five (5) pages that follow are available online through the pacourts website
- ❖ the last four (4) pages are available in the printed packages that the Prothonotary provides walk-in customers

<https://www.pfad.pa.gov/Documents/BlankForms/PassportPetition.pdf>

<b>PETITION FOR PROTECTION FROM ABUSE</b>		IN THE COURT OF COMMON PLEAS OF _____ COUNTY, PENNSYLVANIA NO. _____																																	
<b>1. PLAINTIFF</b>																																			
First	Middle	Last	Plaintiff's DOB																																
Plaintiff's Address: _____																																			
<input type="checkbox"/> Plaintiff's address is confidential or <input type="checkbox"/> Plaintiff's address is: _____																																			
<b>V.</b>																																			
<b>2. DEFENDANT</b>																																			
First	Middle	Last	Suffix																																
Defendant's Address: _____		<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="4" style="text-align: center; font-size: x-small;">DEFENDANT IDENTIFIERS</th></tr></thead><tbody><tr><td style="font-size: x-small;">DOB</td><td style="width: 50px;"></td><td style="font-size: x-small;">HEIGHT</td><td style="width: 50px;"></td></tr><tr><td style="font-size: x-small;">SEX</td><td></td><td style="font-size: x-small;">WEIGHT</td><td></td></tr><tr><td style="font-size: x-small;">RACE</td><td></td><td style="font-size: x-small;">EYES</td><td></td></tr><tr><td style="font-size: x-small;">HAIR</td><td></td><td></td><td></td></tr><tr><td style="font-size: x-small;">SSN</td><td></td><td></td><td></td></tr><tr><td style="font-size: x-small;">DRIVERS LICENSE #</td><td></td><td></td><td></td></tr><tr><td style="font-size: x-small;">EXP DATE</td><td></td><td style="font-size: x-small;">STATE</td><td></td></tr></tbody></table>		DEFENDANT IDENTIFIERS				DOB		HEIGHT		SEX		WEIGHT		RACE		EYES		HAIR				SSN				DRIVERS LICENSE #				EXP DATE		STATE	
DEFENDANT IDENTIFIERS																																			
DOB		HEIGHT																																	
SEX		WEIGHT																																	
RACE		EYES																																	
HAIR																																			
SSN																																			
DRIVERS LICENSE #																																			
EXP DATE		STATE																																	
CAUTION: <input type="checkbox"/> Weapon Involved <input type="checkbox"/> Weapon Present on the Property <input type="checkbox"/> Weapon Requested Relinquished																																			
Defendant's Place of employment is: _____																																			
<input type="checkbox"/> Check here if you have reason to believe that Defendant is a licensed firearms dealer, is employed by a licensed firearms dealer or manufacturer; is employed as a writer, researcher or technician in the firearms or hunting industry or is required to carry a firearm as a condition of employment.																																			
<b>3. I am filing this Petition on behalf of:</b> <input type="checkbox"/> Myself and/or <input type="checkbox"/> Another Person																																			
If you checked "myself", please answer all questions referring to yourself as "Plaintiff". If you ONLY checked "another person", please answer all questions referring to that person as the "Plaintiff", and provide your name and address here, as filer, unless confidential.																																			
Filer's Name: _____																																			
First	Middle	Last	Suffix																																
<input type="checkbox"/> Filer's Address is Confidential or <input type="checkbox"/> Filer's address is: _____																																			
If you checked "Another Person", indicate your relationship with Plaintiff: <input type="checkbox"/> parent of minor Plaintiff(s) <input type="checkbox"/> applicant for appointment as guardian ad litem of minor Plaintiff(s) <input type="checkbox"/> adult household member with minor Plaintiff(s) <input type="checkbox"/> court appointed guardian of incompetent Plaintiff(s)																																			
Page 1 of 5																																			

4. Name(s) of All persons, including minor child/ren who seek protection from abuse:

5. Indicate the relationship between the Plaintiff and the Defendant:

CHECK ALL THAT APPLY:

- ☐ spouse or former spouse of Defendant
- ☐ parent of a child with Defendant
- ☐ current or former sexual or intimate partner with Defendant
- ☐ child of Plaintiff
- ☐ child of Defendant
- ☐ family member related by blood (consanguinity) to Defendant
- ☐ family member related by marriage or affinity to Defendant
- ☐ sibling (person who shares parenthood) of Defendant

☐ Check here if the Defendant is 17 years old or younger.

6. Have the Plaintiff and the Defendant been involved in any of the following court actions?

☐ Divorce ☐ Custody ☐ Support ☐ Protection from Abuse

If you checked any of the above, briefly indicate when and where the case was filed, and the court number, if known: \_\_\_\_\_

7. Has the Defendant been involved in any criminal court action? \_\_\_\_\_

If you answered Yes, is the defendant currently on probation or parole? \_\_\_\_\_

8. Plaintiff and Defendant are the parents of the following minor child/ren:

Name(s)	Age(s)	who reside at (list address unless confidential)
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. If Plaintiff and Defendant are parents of any minor child/ren together, is there an existing court order regarding their custody? \_\_\_\_\_

If you answered "Yes," describe the terms of the order (e.g., primary, shared, legal and/or physical custody): \_\_\_\_\_

If you answered "yes", in what county and state was the order issued? \_\_\_\_\_

If you are now seeking an order of child custody as part of this petition, list the following information:

(a) Where has each child resided during the past five years? (Please include the Child's name, Person(s) child lived with, Address unless confidential, and When.)

Child's name	Person(s) child Lived with	Address, unless confidential	When
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(b) List any other persons who are known to have or claim a right to custody of each child listed above.

Name	Address	Basis of Claim
_____	_____	_____



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. The following other minor child/ren presently live with Plaintiff:

Name(s)

Age(s)

Plaintiff's relationship to child/ren

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. The facts of the most recent incident of abuse are as follows:

Approximate Date: \_\_\_\_\_

Approximate Time: \_\_\_\_\_

Place: \_\_\_\_\_

Describe in detail what happened, including any physical or sexual abuse, threats, injury, incidents of stalking, medical treatment sought, and/or calls to law enforcement. (attach additional sheets of paper if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. If the Defendant has committed prior acts of abuse against Plaintiff or the minor child/ren, describe these prior incidents, including any threats, injuries, or incidents of stalking, and indicate approximately when such acts of abuse occurred. (attach additional sheets of paper if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. (a) Has Defendant used or threatened to use any firearms or other weapons against Plaintiff or the minor child/ren?

If so, please describe the use or threatened use below and list on Attachment A to Petition, which is incorporated by reference into this petition, any firearms, other weapons or ammunition Defendant used or threatened to use against Plaintiff and/or the minor child/ren:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Other than the firearms, other weapons or ammunition Defendant used or threatened to use against Plaintiff or the minor child/ren, does Defendant, to the best of your knowledge or belief, own or possess any additional firearm, other weapon, ammunition or any firearm license?

(c) If the answer to (b) above is "yes," list any additional firearm, other weapon or ammunition owned by or in the possession of Defendant on Attachment A to Petition, which is incorporated by reference into this petition.

(d) Plaintiff (check one) ☐ DOES ☐ DOES NOT request that the court order Defendant to relinquish firearms, other weapons or ammunition listed on Attachment A to Petition. If Plaintiff does seek relinquishment, identify on Attachment A to Petition the firearms, other weapons and ammunition Plaintiff requests the court to order Defendant to relinquish.

14. Identify the sheriff, police department or law enforcement agency in the area in which Plaintiff lives that should be provided with a copy of the protection order: \_\_\_\_\_

15. There is an immediate and present danger of further abuse from the Defendant.

CHECK THE FOLLOWING BOXES ONLY IF THEY APPLY TO YOUR CASE AND PROVIDE THE REQUESTED INFORMATION

☐ Plaintiff is asking the court to evict and exclude the Defendant from the following residence: \_\_\_\_\_  
☐ owned by (list owners, if known): \_\_\_\_\_  
☐ rented by (list all names, if known): \_\_\_\_\_  
☐ Defendant owes a duty of support to Plaintiff and/or minor child/ren:  
☐ Plaintiff has suffered out-of-pocket financial losses as a result of the abuse described above. Those losses are:

FOR THE REASONS SET FORTH ABOVE, I REQUEST THAT THE COURT ENTER A TEMPORARY ORDER, AND AFTER HEARING, A FINAL ORDER THAT WOULD DO THE FOLLOWING (CHECK ALL FORMS OF RELIEF REQUESTED)

☐ A. Restrain Defendant from abusing, threatening, harassing, or stalking Plaintiff and/or the minor child/ren in any place where Plaintiff and/or the child/ren may be found.

☐ B. Evict/exclude Defendant from Plaintiff's residence and prohibit Defendant from attempting to enter any temporary or permanent residence of Plaintiff.

☐ C. Require Defendant to provide Plaintiff and/or minor child/ren with other suitable housing.

☐ D. Award Plaintiff temporary custody of the minor child/ren and place the following restrictions on contact between Defendant and the child/ren: \_\_\_\_\_

☐ E. Prohibit Defendant from having any contact with Plaintiff and/or the minor child/ren, either in person, by telephone, or in writing, personally or through third persons, including but not limited to any contact at Plaintiff's school, business, or place of employment, except as the court may find necessary with respect to partial custody and/or visitation with the minor child/ren.

☐ F. Prohibit Defendant from having any contact with Plaintiff's relatives and Plaintiff's children listed in this petition, except as the court may find necessary with respect to partial custody and/or visitation with the minor child/ren. The following persons are Plaintiff's relatives or family and household members that Plaintiff believes require protection from stalking and harassment by Defendant.

Name	Address (optional)	Relationship to Plaintiff

☐ G. Order Defendant to temporarily relinquish some or all of the firearms, other weapons and/or ammunition listed on Attachment A to Petition and any firearm license to the sheriff of this county and/or prohibit Defendant from transferring, acquiring, or possessing some or all firearms for the duration of the order.

☐ H. Order Defendant to pay temporary support to Plaintiff and/or the minor child/ren, including medical support and ☐ payment of the rent or mortgage on the residence.

☐ I. Direct Defendant to pay Plaintiff for the reasonable financial losses suffered as the result of the abuse, to be determined at the hearing.

☐ J. Order Defendant to pay the costs of this action, including filing and service fees.

☐ K. Order Defendant to pay Plaintiff's reasonable attorney's fees.

☐ L. Order the following additional relief, not listed above: \_\_\_\_\_

☐ M. Grant such other relief as Plaintiff requests and/or the court deems appropriate.

☐ N. Order the police, sheriff or other law enforcement agency to serve the Defendant with a copy of this petition, any order issued, and the order for hearing. Plaintiff will inform the designated authority of any addresses, other than the Defendant's residence, where Defendant can be served.

**VERIFICATION**

I verify that I am the petitioner as designated in the present action and that the facts and statements contained in the above Petition are true and correct to the best of my knowledge. I understand that any false statements are made subject to the Penalties of 18 Pa. C.S.A. §4004, relating to unsworn falsification to authorities

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Again, the following pages are attached to the five preceding pages in printed packets that are handed out:

<p style="text-align: center;"><b>COURT OF COMMON PLEAS OF MONROE COUNTY</b> <b>43<sup>RD</sup> JUDICIAL DISTRICT</b> <b>COMMONWEALTH OF PENNSYLVANIA</b></p> <p style="text-align: center;"><b>PFA SUPPLEMENTAL INFORMATION</b></p> <p>ORDER ENTERED IN THE FORTY-THIRD JUDICIAL DISTRICT.</p> <p>EXPIRATION DATE: _____</p> <p>CONTACT PERSON FROM WHOM COPY OF ORDER CAN BE OBTAINED: MONROE COUNTY PROTHONOTARY; CONTACT TELEPHONE NUMBER: (570) 517-3370.</p> <p style="text-align: center;"><b>PLAINTIFF'S INFORMATION</b></p> <p>SEX _____ DATE OF BIRTH _____ RACE/BACKGROUND _____</p> <p style="text-align: center;"><b>DEFENDANTS INFORMATION</b></p> <p>SEX _____ DATE OF BIRTH _____ RACE/BACKGROUND _____</p> <p>HEIGHT _____ WEIGHT _____ EYES _____ HAIR _____</p> <p>DISTINGUISHING FEATURES (SCARS, FACIAL HAIR, DISABILITY, ETC) _____</p> <p>_____</p> <p>_____</p> <p>ALIAS(ES) _____</p> <p>VEHICLE LICENSE STATE AND NUMBER _____</p> <p>DEFENDANTS DRIVERS LICENSE NUMBER _____</p> <p>VEHICLE MAKE, MODEL, YEAR AND COLOR _____</p>
--

Then two lined pages are provided (for additional info), followed by the last page of the hand out packet:

If you are a ***Plaintiff*** in this Protection from Abuse case, meaning that you filed the petition to receive this temporary order, you may contact:

Deborah L. Huffman, Esquire  
PFA Advocate for Monroe County  
700 Monroe Street  
Stroudsburg, PA 18360  
(570) 421-8550  
dlh@weitzmannlaw.com

If you are a ***Defendant*** in this Protection from Abuse case, meaning that the Plaintiff filed a petition with allegations against you, you may contact:

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If you have any questions about your case, including whether or not to bring witnesses and/or children to Court, please contact Attorney Huffman (Plaintiff) or Attorney Wise (Defendant).

If you have your own attorney that will represent you in court for this matter, they should appear at the hearing.

## PETITION FOR SEXUAL VIOLENCE PROTECTION ORDER FORMS

- ❖ the first three (3) pages that follow are available online through the pacourts website
- ❖ the last four (4) pages are available in the printed packages that the Prothonotary provides walk-in customers

[https://www.pfad.pa.gov/Documents/BlankForms/SVPO\\_Petition.pdf](https://www.pfad.pa.gov/Documents/BlankForms/SVPO_Petition.pdf)

<b>PETITION FOR SEXUAL VIOLENCE PROTECTION ORDER</b>		<b>IN THE COURT OF COMMON PLEAS OF _____ COUNTY, PENNSYLVANIA</b>																																	
<b>1. PLAINTIFF</b>																																			
First	Middle	Last	Plaintiff DOB																																
Plaintiff's Address: <input type="checkbox"/> Plaintiff's address is confidential or <input type="checkbox"/> Plaintiff's address is: _____																																			
<b>V.</b>																																			
<b>2. DEFENDANT</b>																																			
First	Middle	Last	Suffix																																
Defendant's Address: _____ _____		<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="4" style="text-align: center; font-size: x-small;">DEFENDANT IDENTIFIERS</th></tr></thead><tbody><tr><td style="font-size: x-small;">DOB</td><td style="width: 100px;"></td><td style="font-size: x-small;">HEIGHT</td><td style="width: 100px;"></td></tr><tr><td style="font-size: x-small;">SEX</td><td></td><td style="font-size: x-small;">WEIGHT</td><td></td></tr><tr><td style="font-size: x-small;">RACE</td><td></td><td style="font-size: x-small;">EYES</td><td></td></tr><tr><td style="font-size: x-small;">HAIR</td><td></td><td></td><td></td></tr><tr><td style="font-size: x-small;">SSN</td><td></td><td></td><td></td></tr><tr><td style="font-size: x-small;">DRIVERS LICENSE #</td><td></td><td></td><td></td></tr><tr><td style="font-size: x-small;">EXP DATE</td><td></td><td style="font-size: x-small;">STATE</td><td></td></tr></tbody></table>		DEFENDANT IDENTIFIERS				DOB		HEIGHT		SEX		WEIGHT		RACE		EYES		HAIR				SSN				DRIVERS LICENSE #				EXP DATE		STATE	
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DRIVERS LICENSE #																																			
EXP DATE		STATE																																	
<b>CAUTION:</b> <input type="checkbox"/> Weapon Involved <input type="checkbox"/> Weapon Present on the Property		Defendant's Place of employment is: _____																																	
<b>3. I am filing this Petition on behalf of: <input type="checkbox"/> Myself and/or <input type="checkbox"/> Another Person</b>																																			
If you checked "myself", please answer all questions referring to yourself as "Plaintiff". If you ONLY checked "another person", please answer all questions referring to that person as the "Plaintiff", and provide your name and address here, as filer, unless confidential.																																			
Filer's Name: _____ _____																																			
First	Middle	Last	Suffix																																
<input type="checkbox"/> Filer's Address is Confidential or <input type="checkbox"/> Filer's address is: _____																																			
If you checked "Another Person", indicate relationship with Filer: <input type="checkbox"/> parent of minor Plaintiff(s) <input type="checkbox"/> applicant for appointment as guardian ad litem of minor Plaintiff(s) <input type="checkbox"/> adult household member of minor Plaintiff(s) <input type="checkbox"/> court appointed guardian of incompetent Plaintiff(s)																																			
<input type="checkbox"/> Check here if the Defendant is 17 years old or younger.																																			
Name(s) of All persons, including minor child/ren for whom protection is sought: Name: _____ DOB: _____ _____ _____																																			

4. Has the Defendant been involved in any criminal court action? \_\_\_\_\_

If you answered Yes, is the defendant currently on probation or parole? \_\_\_\_\_

5. The facts of the most recent incident of sexual violence are as follows:

Approximate Date: \_\_\_\_\_

Approximate Time: \_\_\_\_\_

Place: \_\_\_\_\_

Describe in detail what happened, including any physical or sexual abuse, threats, injury, incidents of unwanted contact, medical treatment sought, and/or calls to law enforcement. (attach additional sheets of paper if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If the Defendant has committed prior acts of sexual violence against Plaintiff or other person(s) for whom protection is sought, describe these prior incidents, including any threats, injuries, or incidents of unwanted contact, and indicate approximately when such acts of abuse occurred. (attach additional sheets of paper if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. (a) Has Defendant used or threatened to use any firearms or other weapons against Plaintiff or other person(s) for whom protection is sought?

(b) Other than the firearms, other weapons or ammunition Defendant used or threatened to use against Plaintiff or other person(s) for whom protection is sought, does Defendant, to the best of your knowledge or belief, own or possess any additional firearm, other weapon, ammunition or any firearm license?

8. Identify the sheriff, police department or law enforcement agency in the area in which Plaintiff lives that should be provided with a copy of the protection order: \_\_\_\_\_

9. There is an immediate and present danger from the Defendant.

CHECK THE FOLLOWING BOXES ONLY IF THEY APPLY TO YOUR CASE AND PROVIDE THE REQUESTED INFORMATION

☐ Plaintiff is asking the court to evict and exclude the Defendant from the following residence: \_\_\_\_\_

☐ Owned by (list owners, if known): \_\_\_\_\_

☐ Rented by (list all names, if known): \_\_\_\_\_

☐ Plaintiff has suffered out-of-pocket financial losses as a result of the behavior described above. Those losses are: \_\_\_\_\_

FOR THE REASONS SET FORTH ABOVE, I REQUEST THAT THE COURT ENTER A TEMPORARY ORDER, AND AFTER HEARING, A FINAL ORDER THAT WOULD DO THE FOLLOWING (CHECK ALL FORMS OF RELIEF REQUESTED)

☐ A. Restrain Defendant from abusing, threatening, harassing, or stalking Plaintiff and/or the minor child/ren in any place where Plaintiff and/or the child/ren may be found.

☐ B. Evict/exclude Defendant from Plaintiff's residence and prohibit Defendant from attempting to enter any temporary or permanent residence of Plaintiff.

☐ C. Prohibit Defendant from having any contact with Plaintiff and/or the minor child/ren, either in person, by telephone, or in writing, personally or through third persons, including but not limited to any contact at Plaintiff's school, business, or place of employment.

☐ D. Prohibit Defendant from having any contact with Plaintiff's relatives and Plaintiff's children listed in this petition. The following persons are Plaintiff's relatives or family and household members that Plaintiff believes require protection from stalking and harassment by Defendant.

Name	Address (optional)	Relationship to Plaintiff
------	--------------------	---------------------------

_____	_____	_____
_____	_____	_____

☐ E. Direct Defendant to pay Plaintiff for the reasonable financial losses suffered as the result of the sexual violence or intimidation, to be determined at the hearing.

☐ F. Order Defendant to pay the costs of this action, including filing and service fees.

☐ G. Order Defendant to pay Plaintiff's reasonable attorney's fees.

☐ H. Order the following additional relief, not listed above:

_____
_____

☐ I. Grant such other relief as Plaintiff requests and/or the court deems appropriate.

☐ J. Order the police, sheriff or other law enforcement agency to serve the Defendant with a copy of this petition, any order issued, and the order for hearing. Plaintiff will inform the designated authority of any addresses, other than the Defendant's residence, where Defendant can be served.

#### VERIFICATION

I verify that neither I, nor any other person for whom protection is sought within this petition, has a relationship to the defendant that meets the definition of family or household member (spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood).

I verify that I am the petitioner as designated in the present action and that the facts and statements contained in the above Petition are true and correct to the best of my knowledge. I understand that any false statements are made subject to the Penalties of 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Deborah L. Huffman, Esquire  
PFA Advocate for Monroe County  
700 Monroe Street  
Stroudsburg, PA 18360  
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Stroudsburg, PA 18360  
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If you have any questions about your case, including whether or not to bring witnesses and/or children to Court, please contact Attorney Huffman (Plaintiff) or Attorney Wise (Defendant).

If you have your own attorney that will represent you in court for this matter, they should appear at the hearing.

## PETITION FOR PROTECTION FROM INTIMIDATION ORDER FORMS

- ❖ the first three (3) pages that follow are available online through the pacourts website
- ❖ the last four (4) pages are available in the printed packages that the Prothonotary provides walk-in customers

[https://www.pfad.pa.gov/Documents/BlankForms/PFI\\_Petition.pdf](https://www.pfad.pa.gov/Documents/BlankForms/PFI_Petition.pdf)

<b>PETITION FOR PROTECTION FROM INTIMIDATION ORDER</b>		<b>IN THE COURT OF COMMON PLEAS OF _____ COUNTY, PENNSYLVANIA</b>																																	
<b>1. PLAINTIFF</b>																																			
First _____ Middle _____ Last _____ Plaintiff DOB _____																																			
Plaintiff's Address: _____ <input type="checkbox"/> Plaintiff's address is confidential or <input type="checkbox"/> Plaintiff's address is: _____																																			
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<b>5. The facts of the most recent incident of intimidation are as follows:</b> Approximate Date: _____																																			



Approximate Time: \_\_\_\_\_  
Place: \_\_\_\_\_  
Describe in detail what happened, including any threats, injury, incidents of unwanted contact, and/or calls to law enforcement. (attach additional sheets of paper if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

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8. Identify the sheriff, police department or law enforcement agency in the area in which Plaintiff lives that should be provided with a copy of the protection order: \_\_\_\_\_

9. There is an immediate and present danger from the Defendant.  
CHECK THE FOLLOWING BOXES ONLY IF THEY APPLY TO YOUR CASE AND PROVIDE THE REQUESTED INFORMATION

☐ Plaintiff is asking the court to evict and exclude the Defendant from the following residence: \_\_\_\_\_

☐ Owned by (list owners, if known): \_\_\_\_\_

☐ Rented by (list all names, if known): \_\_\_\_\_

☐ Plaintiff has suffered out-of-pocket financial losses as a result of the behavior described above. Those losses are: \_\_\_\_\_

FOR THE REASONS SET FORTH ABOVE, I REQUEST THAT THE COURT ENTER A TEMPORARY ORDER, AND AFTER HEARING, A FINAL ORDER THAT WOULD DO THE FOLLOWING (CHECK ALL FORMS OF RELIEF REQUESTED)

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Name	Address (optional)	Relationship to Plaintiff

☐ E. Direct Defendant to pay Plaintiff for the reasonable financial losses suffered as the result of the sexual violence or intimidation, to be determined at the hearing.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
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dlh@weitzmannlaw.com

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PO Box 218  
Scotrun, PA 18355  
Email: jenwise@verizon.net

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If you have your own attorney that will represent you in court for this matter, they should appear at the hearing.

**\* \* \* \* \* END \* \* \* \* \***